



The Mary Louis Academy:

Operations Manager

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Overview & Opportunity

Essential Daily Functions

- Day-to-day coordination of the General Office;
- Coordinate the daily operational schedule of TMLA with an awareness of daily priorities;
- Manage student-facing and classroom meeting requests;
- Monitor daily attendance from advisors and classroom teachers through SchoolPass and follow up with families as needed;
- Coordinate a process for ordering materials for teachers and classes;
- Manage school-wide supplies inventory, including but not limited to instructional, athletics, religious and cultural needs.

Project Management and Event Planning

- Monitor the school-wide calendar to plan and organize events — including facilities arrangements, materials, food service, and security — in coordination with the President, Principal, AP, Deans, etc.
- In collaboration with the Director of Marketing, Admissions and Enrollment organize programming for full community gatherings in support of the mission;
- In collaboration with the President, Principal, AP and Deans plan and host online events including curriculum nights and rising to events;
- Coordinate assemblies and events, including fall and end-of-year gatherings as well as school concerts;
- Partner with the nurse and Deans on the preparation for all overnight and off-campus trips, including permission forms and site reservations, etc.



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Communication and Records

- Use SchoolPass and PowerSchool platforms to generate documents, spreadsheets, and lists to facilitate the smooth running of the school;
- Work with the President, Principal, AP and Deans to draft and edit communications about policies, procedures, and events;
- Work with the Director of Technology and the Director of Marketing, Admissions and Enrollment to update and maintain accurate email distribution lists.

Required Qualifications and Abilities

Qualifications

- Bachelor's degree required;
- Written and spoken fluency in Spanish strongly preferred;
- Experience with project management fundamentals (time and task management, tracking milestones and deadlines, and managing multiple collaborators or stakeholders), and familiarity with project management and productivity tools and platforms;
- Fluency with technology, plus demonstrated ability to learn quickly;
- Expertise (i.e. full competency and extensive experience) with Microsoft Office (Word, PowerPoint, Excel), Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), Zoom, SchoolPass, PowerSchool and Canva, etc.
- Experience working with students and a demonstrated commitment to building community;
- High intrinsic motivation and capacity for work, strong interpersonal skills, discretion, flexibility, proactivity, ability to set priorities, and sterling independent judgment.

Abilities

- Ability to maintain confidentiality for all communications;
- Ability to work independently as well as in a team environment;
- Ability to handle multiple priorities simultaneously, and excellent organizational, technological, and follow-up skills;
- Ability to work independently;
- Eagerness to contribute positively to the TMLA community;
- Willingness to engage with and learn from people with diverse backgrounds and experiences;
- Ability to bring joy, kindness, maturity, and flexibility to the school environment.

Please submit a cover letter and resume to hiring@tmla.org.