



JOB TITLE: Marketing and Business Office Assistant
REPORTS TO: Head of School and Business Office Manager
EMPLOYMENT STATUS: Part-Time; 12 months; Hourly
CLASSIFICATION: Non-Exempt (20 hours per week)
COMPENSATION: \$21 - \$23

Revised: January 27, 2026

MISSION STATEMENT:

The mission of Carden Arbor View School is to provide the highest quality education of the whole child using the Carden curriculum and philosophy—to educate with joy, growth, enthusiasm, dignity, and respect. We are a kind and joyful learning community where everyone is celebrated for who they are. We ignite students’ strengths and passions in a safe and supportive learning environment rooted in the Carden method. We widen our students’ perspectives, giving them the tools to know themselves and find success in the future of their choosing. All Carden Arbor View School staff must strive to create a professional yet welcoming environment, maintain a positive school image with both internal and external constituents, and demonstrate support for the school philosophy, mission and vision statements, the Carden curriculum, and Carden methods.

GENERAL SUMMARY:

This position primarily supports the school’s marketing and communications efforts, including website updates, social media support, content creation, and event communications. The role also provides limited administrative and business office support during peak operational periods such as audit preparation, budgeting, and year-end activities. This is a hybrid role designed to support the school’s visibility, admissions efforts, and internal operations while maintaining flexibility to assist the Business Office as needed.

Time Allocation:

This role is primarily focused on marketing and communications support, with approximately **60–70%** of weekly responsibilities dedicated to marketing, communications, and admissions-related tasks. Approximately **20–30%** of responsibilities involve administrative and business office support, primarily during peak operational periods such as audits, budgeting, and year-end processes.

DUTIES AND RESPONSIBILITIES:

Marketing Support:

- Basic website content updates.
- Create simple social media posts.
- Capture campus photos or short videos for school communications.
- Assist with event communications.
- Support the development of admissions, enrollment, or promotional materials.
- Marketing priorities coordinated with admissions and communications leadership.
- Provide administrative support for school communications, events, marketing related projects.

Business Office & Administrative Support:

- Assist with the management of school finances using GAAP, including accounting records, receivables, payables, billing, petty cash, deposits, merchant services accounts, and credit cards.
- Enter invoices, deposits, credit card receipts, and other financial data accurately in QuickBooks Online.
- Prepare, scan, and upload deposits, receipts, invoices, and supporting documentation.
- Assist with accounts receivable processes, including FACTS incidental charges and childcare/snack entries.
- Process reimbursement requests, mileage forms, and employee expense submissions. Maintain organized and secure digital and physical filing systems.
- Manage incoming and outgoing correspondence with parents, staff, vendors, volunteers, and service providers.
- Provide professional telephone assistance and support front office coverage as needed.
- Assist with audit preparation by gathering, labeling, and organizing documentation.
- Compose, edit, and proofread business documents and correspondence.
- Day-to-day fiscal tasks coordinated through Business Office

Professional Expectations:

- Support the mission and vision of the school and represent the school and oneself in a positive manner
- Demonstrates a collaborative and respectful approach to working with colleagues, contributing to a positive, team-oriented work environment.
- Maintains regular and reliable attendance, adhering to assigned work schedule and punctuality standards.
- Perform other duties as assigned

COMPETENCIES:

1. Ability to shift priorities seasonally and adapt to changing needs, particularly during peak operational periods.
2. Desire and commitment to working in an educational environment.
3. Ability to support marketing and communications efforts through content coordination, basic design tools, and storytelling.
4. Strong visual and written communication skills, with the ability to present information clearly and professionally.

5. Effective verbal and written communication skills with diverse school constituents, including students, parents, faculty, staff, administration, and trustees.
6. Strong attention to detail and accuracy in both creative and administrative work.
7. Ability to maintain confidentiality, discretion, and professionalism when handling sensitive information.
8. Ethical conduct and sound judgment in all interactions and responsibilities.
9. Strong time management skills with the ability to multitask and meet deadlines independently.
10. Teamwork, collaboration, and leadership.
11. Patience and flexibility.

QUALIFICATIONS:

1. High school diploma or equivalent required; some college coursework in business, accounting, communications, marketing, or a related field preferred.
2. Minimum one year of experience in an administrative, office, school, or communications support role preferred.
3. Experience with content coordination, basic marketing or communications support, and familiarity with tools such as Canva, social media platforms, website content management systems, and email communications.
4. Proficiency with Microsoft Office, Google Workspace, email, internet applications, and general office technology.
5. Basic bookkeeping or AP/AR experience is strongly preferred.
6. Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines in a part-time role.
7. Willingness to provide basic marketing, communications, and administrative support as assigned.
8. Strong attention to detail and accuracy in all work.
9. Clear written and verbal communication skills.
10. Support the mission and vision of the school and represent the school and oneself in a positive manner.
11. Demonstrates a collaborative and respectful approach to working with colleagues, contributing to a positive, team-oriented work environment.
12. Maintains regular and reliable attendance, adhering to assigned work schedule and punctuality standards.
13. Perform other duties as assigned

PHYSICAL DEMANDS:

1. While performing the duties of this job, the employee is regularly required to talk, listen, handle, feel, and reach with hands and arms. This position is semi-active and regularly involves standing, walking, and sitting for extended periods of time. The employee may occasionally need to lift and/or move items under 20 pounds.
2. Ability to lift and/or move up to 20 pounds.
3. Ability to communicate orally and in writing.
4. Ability to listen and hear.

5. Ability to walk and/or stand for extended periods of time, some of which will be required to be outside.
6. Ability to bend, sit and stoop, kneel, or crouch.
7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employment:

Carden Arbor View School is an equal opportunity employer that complies with federal, state, and local laws governing workplace nondiscrimination. All employment decisions are based on business needs, job requirements, and individual qualifications. Qualified applicants are considered for employment without regard to age, race, color, ancestry, disability, national origin, gender identity, sexual orientation, marital status, religion, or genetic information.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the position to Mary Fitzgerald at apply@cardenarborview.org