

Office/Communications Manager

Position Objective: Coordinate all office operational activities, including managing workflows, and providing direct support to Executive Director.

Reports to: Executive Director

Employment Terms: 1.0 FTE – 12 months

Minimum Requirements: B.A. or B.S. in business, human resources or a related field or comparable experience; proficient in various software and technology, with previous supervision experience.

Essential Responsibilities:

Office Management

- **Manage** all operational activities of the front office, including supervision of the receptionist and health paraprofessional
- **Order** materials, such as office & teacher supplies as approved by the Business Manager and Executive Director
- **Manage newsletters**, including formatting and proof reading submissions; support for school-wide communications, reviewing for accuracy and consistency
- **Ensure** master school calendar is maintained to date to help foresee planning of events
- **Support** of Yinghua Academy website, and other electronic communication
- **Coordinate** regular and pertinent communication with parents and families regarding school newsletters and office announcements
- **Marketing** of school; including creation of materials as directed, communications

Administrative Support

- **Assist** receptionist, as first point of contact, in responding to issues and inquiries from parents and visitors in a timely, professional manner
- **Provide** attentive and detailed organizational assistance to Administrators and cooperate effectively with other office staff, managing projects and events
- **Facilitate** volunteer organization for larger school projects, activities and events by liaising between and among various school individuals and entities
- **Administrative support** to the School Board including maintaining files of agendas, minutes, handouts, and approved Board policies
- **Create** all school family directory and calendar yearly
- **Receive and distribute** to proper individuals, all student communication including lunch menus, afterschool forms, checks, student applications, enrollment records, student data and other documentation for cumulative school files
- **Additional responsibilities** and miscellaneous tasks as required.

The Office Manager will serve as a helpful, approachable presence in the Main Office throughout the course of each school day. S/He will share office activities including; student support, front desk, and greeting visitors with the receptionist.

Salary/Benefits: Competitive exempt salary, including employee health, dental, and life insurance benefits. Leave time determined by position status.

Send resume with cover letter to Jennifer Vanyo, HR/Business Manager via email (preferred) to jennifer.vanyo@yinghuaacademy.org

