

The school Office Manager, under the supervision of the Executive Director, pulls together the essential information needed for policies, procurement, registration, and CRM systems. The Office Manager works to support the Director and the school fulfill their duties and responsibilities as a charter school. Office Manager has a strong ability to iron out errors in work and seeks the support of institutional leaders to ensure work is of the highest quality. The Office Manager understands the organizational structure of a charter school and will keep a strict commitment to those structures in order to help foster team cohesion.

Qualifications:

1. No less than two years of experience in office administrative work
2. Experience dealing with State and Federal compliance related tasks
3. Experience preparing contracts, policies, and using crm systems
4. Experience with monitoring and finding any new regulatory requirements
5. Other qualifications or skills that will help keep the school fulfilling its duties

Roles and responsibilities:

1. Pulling new, maintaining, and updating the school policies in an orderly fashion
2. Working with the director to ensure procurement language and process is executed properly
3. Preparing the purchasing & ordering system for school curriculum and supplies
4. Support school enrollment drive and properly filing student documentation in CRM systems
5. Supporting the Director and regularly checking in with Director to suggest ways the Director can improve as a school leader while keeping discussions private unless required to make such communication public
6. Ensure the Director files necessary paperwork with the proper agencies and searches for any missing documentation
7. Finding and working on new grant opportunities if time permits
8. Be able to train others in the work being done as Office Manager

Job Performance Measures:

- All school policies are put together in an orderly and timely manner
- Student enrollment forms are properly logged and the agencies notified within the appropriate time frame
- Other tasks necessary for compliance are completed properly and are done with the advice and review by State and DOE support services

- Results are assessed against the achievement of agreed-upon goals, both quantitative and qualitative

Preferred Qualifications:

- Alma, Salesforce, Google Drive, Canva, video/graphic design editing, and/or ability to learn and handle modern technology systems
- Copywriting
- Bachelor's Degree from an accredited university