



## Office Manager – POPLAR CAMPUS

### Position Description

The Office Manager is responsible for organizing the administrative functions associated with the academic program at the Poplar campus, which will serve grades 6-12. This position will lead efforts associated with ordering, school management software, campus-level communications, and student and faculty support. This position will report to the campus principal and collaborate with other campus office managers, schoolwide admissions office, facilities staff, and the Project Planning Director among others.

### KEY RESPONSIBILITIES

- Coordinates office management work at the Poplar campus, providing staff and student-level support
- Directly responsible for school management software, ordering and campus-level communications to an array of constituents
- Works directly with campus Principal in various administrative functions, such as admissions, facilities, events, finances, etc.
- Partners with other campus office managers for various coordinated needs

### SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

### PERSONAL ATTRIBUTES & SKILLS

- Understanding of and commitment to urban Christian education
- Strong relational, communications and organizational skills
- Ability to strategize within an agile environment
- Desire to work and communicate with a close team and school community
- Spirit of dedication, graciousness, and willingness to learn
- Ability to multi-task in working towards the overall school goals
- Strong computer proficiency including Microsoft Office and Google Suite

### EDUCATION & EXPERIENCE

- Bachelor's degree required
- Five years or more of customer relations, data management and administrative experience preferred
- Comfort with formal project management methodologies a plus

Contact (initial applications must include resume and cover letter):

Shanté Brown Major, Project Planning Director – [sbrownmajor@cityschool.org](mailto:sbrownmajor@cityschool.org)