

# DE MARILLAC ACADEMY

Learning for Life • Transforming Lives

## Office Manager Position Available

### POSITION

De Marillac Academy seeks a talented and committed team member to provide a welcoming experience for all who connect with our mission. The Student Service Center Coordinator has the primary responsibility for reception, office management, school records, and offering administrative support. They also work closely with the Administrative Team and the Director of Student and Family Services to support the daily operations and administration of the school. The Student Service Center Coordinator works closely with and reports to the Principal.

### KEY RESPONSIBILITIES

- Staff Front Desk from 8:30am-5:00pm to provide courteous and efficient customer service in person and on the phone to students, graduates, families, staff, volunteers, and visitors.
- Maintain School Records:
  - Audit student daily attendance using Alma.
  - Review and maintain communication from families/guardians/physicians and make follow-up calls on attendance matters.
  - Maintain and generate attendance reports, registrar reports, Report Cards, Progress Reports, when needed.
  - Create and maintain permanent/cumulative files for each student, with up-to-date information, grades, medical documents, etc.
  - Maintain student and family data in various software, including TADS, Alma, Salesforce, Mail Chimp, and Sign-Up Genius.
- Perform clerical tasks such as:
  - making phone calls and taking and distributing messages
  - organizing and scheduling appointments and meetings
  - handling inquiries (admissions, donations, etc.)
  - replying via email or through the mail to requests for information
  - creating, checking, and distributing documents and correspondence
  - photocopying, scanning, and laminating.
  - receiving, preparing, and sending outgoing mailings and packages
  - Answer a multi-line phone system with accurate and timely information; document and forwarding phone messages to staff.
  - Accurately record and process all financial payments (e.g., family fees, uniform payments)
  - Process and distribute incoming and outgoing mail;
- Monitor activity to ensure the safety and security of all youth, families, and visitors, acting as “gatekeeper” for the school.
- Actively engage with students during arrival, dismissal, lunch, and assemblies.
- Maintain a clean and orderly environment in Student Service Center, San Miguel room and keep student uniform room inventoried and organized.



- Work with Operations Manager to order supplies for the school as needed and maintain records of purchases placed and delivered; ensure that central office spaces (Student Service Center, Faculty room, third floor closet) are stocked with routine supplies.
- Oversee the first aid care to students with minor injuries and the supervision policy of students who take medication regularly while maintaining corresponding paperwork for those students.
- Coordinate, prepare, and disseminate all materials for mailings/communication to the school community on behalf of the School Administration (including e-newsletter, Thursday Folder, permission slips, reminders, etc.)
- Assist the Principal in oversight of the school calendar (internal and external calendars).
- Provide written and spoken Spanish translation support to members of the Administration and faculty/staff for meetings and communications.
- Manage petty cash, including collecting receipts and working with Finance to submit expenses.

### **ADDITIONAL RESPONSIBILITIES**

- Supervise breaks/lunchtime and classes as assigned during teacher absences.
- Participate in a variety of meetings and professional development activities for the purpose of discussing relevant issues, developing skills, and learning best practices required to perform functions. Employees are required to attend all staff and professional development meetings.
- Participating in staff orientation prior to the start of the school year.
- Taking the lead on an administrative responsibility, to be developed in conjunction with the Principal.
- Uphold and live out the values of De Marillac Academy's Community Covenant.
- Perform any other related duties as assigned by the Principal or other appropriate administrator.

### **REQUIRED**

- High School degree or equivalent and at least two years professional experience.
- Must be able to communicate in Spanish (verbal, written, and translation).
- Passionate commitment to social justice and educational equity
- Openness to embracing and promoting the Lasallian Vincentian mission and identity of De Marillac Academy
- Strong interest in building community and fostering relationships.
- Proficient in Microsoft 365 products, Google Suite
- Requires some long hours working at the computer.
- Some evening and weekend responsibilities.
- Ability to lift 30 pounds.

### **PREFERRED**

- Experience working with youth and families.
- Knowledge of Alma, Salesforce, or other CRM databases.
- Familiarity and sensitivity with working with underserved and historically marginalized communities.

## **THE ORGANIZATION**

De Marillac Academy exists to honor and celebrate the unique gifts and talents of our students, so that they find their voice, reach their potential and serve the community. Grounded in family partnerships, our all-scholarship fourth through eighth grade Catholic education serves the heart of the Tenderloin and beyond. Through the graduate support program, we continue to provide educational, personal and financial support to each of our students and families.

De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today, DMA serves 118 fourth through eighth grade students, 300 alumni through the Graduate Support program, and 277 school families.

## **MISSION AND VISION**

Inspired by the Daughters of Charity and De La Salle Christian Brothers, De Marillac Academy provides a life-changing, accessible Catholic educational experience for the children, youth and families of the Tenderloin and surrounding communities.

At De Marillac Academy, we believe that a neighborhood of residence and socioeconomic status should not determine a child's access to quality education or ultimate success in life. De Marillac Academy's holistic educational experience prepares students to lead lives of choice, meaning, and purpose.

## **COMPENSATION**

Salary is commensurate with qualifications and experience. A comprehensive benefits package is provided. Other incentives include year-long professional development, spiritual formation and retreat days.

## **POSITION**

Full Time. This is a fully in-person position.

## **START DATE**

ASAP

## **APPLICATION PROCEDURES**

Please email a cover letter, resume, and three professional references (including email and telephone contact information for each reference) to [hr@demarillac.org](mailto:hr@demarillac.org) or apply at <https://www.demarillac.org/joinourteam>