OFFICE MANAGER

Position Description Summary
Position Title: Office Manager  
Date Modified: July 2019  
FLSA Classification: Non-Exempt  
Reports to: Head of School  
Position Purpose: Manages the Front Office and provides Administrative Assistance  
Full-Time Equivalent: .75 FTE, year-round

How to Apply:
Please send a cover letter and resume to employment@fsmn.org by August 2, 2019

About Us
Friends School of Minnesota (FSMN) is an independent, K-8, progressive Quaker school in Saint Paul, Minnesota, with 150 students. Our mission is to prepare children to embrace life, learning, and community with hope, skill, understanding and creativity. We are committed to the Quaker values of peace, justice, simplicity and integrity.

FSMN welcomes applications from all interested applicants who share our core values, including the Equity and Inclusion vision of our Strategic Plan: “We envision a school community that embodies strength in diversity through the sharing of rich cultural and socioeconomic backgrounds and experiences, and the celebration of varied personal expressions and identities, while recognizing the challenges posed by societal structures of oppression. We envision a student body that is able to work towards and is committed to social justice and equitable change making in the world. We commit to the long-term, collective work of examining school culture, practices, and policies, changing conditions to promote equity, defining diversity and inclusion needs within our school community, and approaching this work with humility and urgency.”

Position Overview
The Office Manager has overall responsibility for the efficient functioning of the school’s main office. The position also supports the Head of School, Assistant Head of School and the administrative team with special projects.
Essential Functions:
The Lead Administrative Assistant ensures that the school’s main office serves the school community in an accessible, friendly, and efficient manner, and provides administrative assistance to the Head and Assistant Head of School. The position requires interpersonal, organizational and high-tech skills and a proven ability to multitask and work in a fast-paced environment. Particular responsibilities include but are not limited to the following:

- Provides exceptional customer service in person and on phone.
- Maintains student records, databases and master calendar.
- Provides appropriate administrative support for the Head of School, Assistant Head of School and the administrative team.
- Orders supplies and administers the details of the school lunch program.
- Schedules parent conferences.
- Serves as liaison to St. Paul Public Schools.
- Tracks attendance and dismissal process.
- Plans and executes physical mailings and electronic communication with parents.
- Serves as an unofficial “school nurse” in providing appropriate, immediate care of sick children and communication with parents in a timely and professional manner.

Qualifications

- Bachelor’s degree, AA degree, business school education or equivalent education in school or non-profit environment.
- Previous administrative experience.
- Ability to take initiative and manage details successfully.

Work Environment

- Work in a fast-paced environment dealing with a wide variety of challenges and deadlines and a varied and diverse array of contacts.
- Work in a traditional, climate-controlled office environment.

Disclaimer

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.