

Office Manager

Job Overview

The New School is a progressive, independent high school providing a unique, student-driven, democratic learning experience for youth from Southern Maine and New Hampshire. Our campus is within walking distance of downtown Kennebunk, and it is a quick drive to the coast which often serves as a classroom.

Our non-profit school is looking for a full time office manager to support our growing needs.

Responsibilities for Office Manager

- Oversee and support all administrative functions in the office and ensure that school is operating smoothly
- Develop office policies and procedures, and ensure they are implemented appropriately
- Update and maintain educational records for students and faculty
- Update and maintain all required federal and state reports and documents
- Assist with managing and maintaining IT infrastructure
- Manage HR paperwork, new hire documentation, ongoing HR paperwork.
- Assist with managing the school budget
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Support administrative tasks of thrift store and other fundraisers
- Oversee payroll
- Manage office supplies inventory and place orders as necessary
- Perform receptionist duties as needed: greet visitors, and answer phone calls
- Update and maintain website and social media platforms
- Serve as administrative liaison with students, faculty, staff, parents, alumni, vendors, and/or other key constituents
- Performs other duties as required

Qualifications for Office Manager

- Enjoys working with youth
- Able to work in an open, dynamic work environment
- Bachelor's degree in business administration, communications, or a related field preferred
- 2-5 years of work experience in an administrative/office management role preferred
- Must have exceptional attention to detail
- Strong organizational and time management skills
- Must be a self-starter
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with WordPress, Microsoft Office, and Google products
- Familiarity with Quickbooks
- Understanding of and ability to post on on social media sites
- Because this position works with children, background checks are mandatory
- Ability to lift 40 lbs and do other physical tasks as necessary.

Please also provide a portfolio of office documents, spreadsheets, fliers, pamphlets, posters, etc. to demonstrate proficiencies.

Send resume and cover letter to employment@tnsk.org

<https://thenewschoolmaine.org/>

The New School is a 501c(3) charitable organization. We provide equal opportunity to all applicants and employees regardless of race, color, religion, national origin, sex, age, sexual orientation, physical and mental disability, veteran status, or any political or union affiliation.