



Title:	Office Manager	Duration:	Hourly
Reports to:	Head of School	Start Date:	7/16/2018

OUR MISSION

Committed to academic excellence through rigorous curriculum and development of character confidence, Vox Collegiate of Los Angeles ensures all 6th through 12th grade students excel in college and beyond, knowing the power and potential of their voice.

OUR SCHOOL

Vox Collegiate is a new public, charter school in South Los Angeles. We exist to ensure that each of our students develop the skills and confidence to fulfill their dreams. They will be empowered with a unique voice that can be heard – a voice to advocate for and uplift the community and people that they know and love. They will know the power and potential of their voice to change the world, and be educated with the knowledge and skills to do so.

Vox Collegiate has five core beliefs that serve as the framework for our students' academic and lifelong success:

1. Every Student Deserves a Meaningful Education.
2. High Quality Teachers are the Key Lever to Student Learning.
3. Data Drives Decisions.
4. We Learn from the Best and Make it Better.
5. Developing Students' Character Confidence Allows Them to Use Their Voice to Improve the World.

We will open in August 2018 with 105 6th grade students and a team of passionate educators who pride themselves on growth and excellence in the profession. Using a slow-growth model, Vox Collegiate will add a grade level each year until we are a full 6th-12th grade middle and high school, preparing 725 students for college and life success. We serve all students, regardless of income, ability, home language, race, or ethnicity and work as a team to ensure that they receive an excellent education.

THE POSITION

The Office Manager is entrusted with organizing and running all administrative tasks. Office Manager responsibilities will include fielding phone calls, making copies, drafting newsletters, translating, filing, and recordkeeping.

THE RESPONSIBILITIES

Organization:

- Maintain accurate, complete, neat, and organized files for every student
 - Collect, enter, and maintain school data in administrative database
 - Manage lottery, admissions, enrollment, and waitlist procedures for the school
 - Create purchase orders, track shipments, and follow-up on administrative needs with vendors, including ordering, receiving, and maintaining supplies
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- Coordinate school mailings; make copies; and draft, edit, and translate documents
 - Support School Operations Manager in operational duties, including lunch distribution, recess, and coordinating supplies

Communication:

- Work with School Operations Manager to maintain accurate attendance records and follow-up with families when students are not present at school
- Conduct community outreach and engagement
- Ensure strict confidentiality of personal student and staff records and data
- Maintain enthusiastic greetings of all school stakeholders (in person and throughout phone, email, and mail correspondence)
- Provide school stakeholders with requested information and direct communication thoughtfully and knowledgeably

Administration:

- Remain familiar with school policies, procedures, and operations
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THE QUALIFICATIONS

Required:

- Commitment to the Vox Collegiate mission and vision
- Strong commitment to Soleil Academy's mission and vision
- Three or more years of customer service or administrative experience
- Superior organizational abilities and attention to detail
- Experience communicating clearly and respectfully with both adults and children
- Knowledge of office equipment and services including computers, printers, copiers, fax machines, phones, and software
- Familiarity with Microsoft Office, especially Word, Excel, and PowerPoint
- Openness to feedback and willingness to take personal responsibility
- TB clearance
- Background check clearance

Preferred:

- Bilingual in Spanish
 - College degree (may be substituted for relevant experience)
 - Experience working in urban settings
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COMPENSATION AND BENEFITS

Vox Collegiate offers competitive compensation, health benefits, and retirement benefits.

THE APPLICATION

For further information, contact TyAnthony Davis, Founder and Head of School, by email at tdavis@voxcollegiate.org. To apply, click here <https://www.voxcollegiate.org/join-our-team/>



COMMITMENT TO DIVERSITY

Vox Collegiate acknowledges and agrees that all persons are entitled to equal employment opportunity. Vox Collegiate shall not discriminate against applicants or employees on the basis of race, color, religion, sex, gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer--employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.
