



Receptionist/Administrative Assistant (Part-time)

Pride College Prep is a free, open-enrollment charter school that opened in the fall of 2009 serving 132 students in grades pre-K through second. We are committed to equipping each of our young scholars to excel in college and life. Our core values of Perseverance, Achievement, Teamwork, and Healthy learning inform every decision we make toward putting scholars on the PATH to college. In the fall of 2010 we will serve 200 scholars in kindergarten through third grade. Pride College Prep is playing an integral role in the compelling educational transformation taking place in New Orleans.

POSITION OBJECTIVE:

The Administrative Assistant will assist the Operations Manager in ensuring the school's operational success and will be instrumental in maintaining a responsive front office that aims to meet the needs of teachers, families and scholars. This position reports directly to the Director of Finance and Operations (DFO). This is a part-time position paying \$12 an hour with hours from 7am-1pm, Monday through Friday. Person may also be asked and compensated to work some afternoons and evenings on an as-needed basis.

KEY RESPONSIBILITIES:

- Answer and screen incoming telephone calls, fielding family and other inquiries and requests
- Assist with scholar arrival, breakfast and lunch
- Help ensure an orderly school hallway and entrance
- Organize and maintain sensitive records and files
- Maintain common areas and office equipment
- Order office supplies, assist with other purchasing and supplies management
- Enforce school uniform policies and coordinate scholar transportation
- Help coordinate logistics for school events
- Word processing and data entry

Preferred Qualifications:

- Bachelor's degree
- An unwavering commitment to the mission of Pride to ensure every scholar goes to college
- Excellent communication skills – oral and written
- Ability to interact with others in a positive and sensitive manner
- Self-starter, ability to take initiative, follow-through, ask questions and implement feedback
- Ability to work well under pressure with minimal supervision
- Knowledge and experience in working with Microsoft Word, Excel and PowerPoint
- Prior experience working in a school a plus

To apply, please submit your resume AND cover letter stating why you would like to work at Pride College Prep to tliang@pridecollegeprep.org. We are looking for someone to start ASAP.

Employment is contingent upon passing a fingerprint and background check.

Pride College Prep is an equal opportunity employer.