

Title: Center Office Manager
Reports to: Director of Growth and Enrollment
Anticipated Start Date: Immediately/Flexible

About Springer

Springer School and Center is a caring community supporting students diagnosed with learning disabilities and their families. Springer serves the community through four pillars: Springer Lower School and Middle School (grades 1-8), Springer High School (grades 9-10), Springer Diagnostic Center, and Springer Learning Center. Together, our Learning Center and Diagnostic Center are referred to as the “Center”. Springer faculty and staff embrace the organization’s mission and incorporate the core values of student growth/development, staff expertise/development, partnership, communication, and stability in their daily work.

Position Vacancy Description

We’re in search of an Office Manager to perform a wide variety of clerical and administrative support tasks to support Center programming. The ideal candidate will be able to effectively multi-task, possess strong written and oral communication skills and exhibit a high level of professionalism and independent judgment. The person in this role will have acute attention to detail and be proactive at identifying and solving problems.

Qualifying Skills:

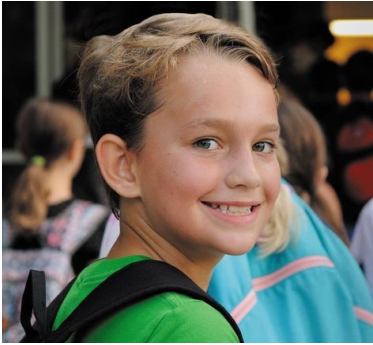
- Welcoming demeanor for visitors
- Have strong skills with technology and are highly organized
- Demonstrated problem-solving skills
- Work is frequently completed without established procedures
- Self-directed and works independently with limited guidance and exercises independent judgment
- Handles confidential information professionally and discretely
- Strong oral and written communication skills
- Highly proficient in Microsoft Office (Word, Excel) or Google equivalent and have a capacity to learn other technical skills
- Must be detail-oriented, flexible, and adept at multitasking

Administrative Responsibilities

- Welcome and greet visitors to the office
- Answer phone, route calls, take messages and maintain call logs
- Monitor emails
- Oversee invoicing for the Diagnostic and Learning Center
- Maintain all program registration, attendance, and payment records
- Produce certificates for Learning Center program attendees
- Maintain records for the Learning Center and Diagnostic Center
- Work collaboratively to complete organization-wide projects
- Other responsibilities as needed

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Promotional Responsibilities

- Conduct outreach to organizations and potential program participants
- Work collaboratively to determine and re-evaluate promotional needs that best reflect the Springer brand
- Prepare, proofread, maintain and update all Learning and Diagnostic Center promotional materials
- Organize and coordinate events including setup, refreshments and clean-up
- Monitor and order supplies
- Prepare and organize program materials

Financial Responsibilities

- Maintain accurate statistics about attendance at all programs, including but not limited to: Learning Center, Diagnostic Center, Therapy and Tutoring Program.
- Send invoices, follow-up on collections and maintain accurate financial records.
- Receive and record payments and submit them to the Business Office.
 - Prepare monthly statistics & financial reports.
 - Work collaboratively to make progress on annual goals.

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to cmendoza@springer-ld.org. The subject line of that email should reflect the position title.

Springer School and Center considers all applicants for all positions without regard to race, religion, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

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