

Title: Center Administrative Assistant

Reports to: Carmen Mendoza, Director of Growth and Enrollment

Anticipate Start Date: ASAP

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 & Middle School, Springer High School, Springer Diagnostic Center, and Springer Learning 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 Summary

We're in search of an Administrative Assistant 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. The person in this role will have acute attention to detail.

Qualifying Skills:

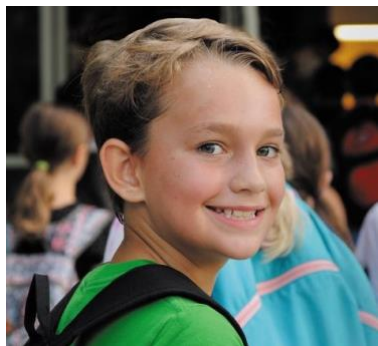
- Welcoming demeanor for visitors
- Highly organized
- Handles confidential information professionally and discretely
- Strong oral and written communication skills
- Must be detail-oriented, flexible, and adept at multitasking
- Have technology skills including, but not limited to Canva, Word, Excel, and Google
- Is proficient in creating mail merges and mass mailings
- Work is sometimes completed without established procedures

Administrative Responsibilities

- Welcome, greet, and grant entrance to visitors
- Answer phone, route calls, take messages and maintain call logs
- Monitor emails for multiple accounts
- Manages room assignments for center appointments
- Manage food orders for professional meetings
- Produce certificates for Learning Center program attendees
- Work collaboratively to complete organization-wide projects
- Schedule and re-schedule appointments
- Note taker in weekly staff meetings
- Data entry
- Monitors intake paperwork for the evaluation team
- Send welcome emails and follow up emails to diagnostic evaluation clients, therapy/tutoring clients, and learning center clients
- Fax evaluations to pediatrician offices
- Manage and monitor Invoicing for Therapy, Tutoring, Diagnostic Evaluations, and Summer Programming
- Other responsibilities as needed

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Program Responsibilities

- Conduct outreach to organizations and make appointments with community partners
- 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

Terms of Employment: Full-time, 12 months per year.

How to Apply

Qualified applicants should email a resume, cover letter and employment application (found on the Springer employment page) to Carmen Mendoza, 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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