



## **Early Learning Center Administrative Assistant**

Epiphany Early Learning Center (ELC) is currently seeking applicants for a full-time Administrative Assistant position. The Administrative Assistant's primary responsibilities will include upkeep of our welcome center, admissions communication, building operation appointments, organizing administrative documents, and data organization. The ideal candidate is outgoing, friendly and enjoys working in a school setting, and thrives in a fast-paced, dynamic environment. They are highly self-motivated and professional and able to manage their workload and prioritize tasks. They are proactive, detailed, and deadline-oriented. They work well independently, as well as part of a team. They thrive on developing strong relationships with colleagues at all levels of the organization.

We seek candidates who possess a deep and broad commitment to our mission.

### **Major Job Responsibilities:**

- Welcoming parents and community members into our building
- Keeping a welcoming space in our welcome center, this includes organizing mail, packages and supplies
- Redirecting calls, including admission questions
- Sorting through admission inquiries
- Assistance with building service maintenance visits (pest control, kitchen maintenance, alarm company, etc..)
- Submitting appropriate documentation to Child Care Choice Boston including yearly voucher packet, monthly attendance and other paperwork as needed
- Assisting the ELC and Graduate Support Director with mailing, data collection and social media communication

### **Compensation and benefits:**

- Compensation: \$20/hr.
- Health, Life, Vision, and Dental Insurance plans all subject to premium split
- Retirement plan with employer match
- Housing in a shared apartment within walking distance may be available
- Employment at Epiphany qualifies for Public Service Loan Forgiveness (PSLF) eligibility

### **Qualifications:**

- Exceptional organizational skills and interpersonal skills with the ability to create positive, supportive relationships with people from different languages, cultures, and backgrounds
- Ability to shift easily between details/deadlines and daily interactions
- Good judgment, discretion, and the ability to work easily with stakeholders across the organization
- Excellent computer skills, including Microsoft Office and Google Suites
- Preferred: Experience working in a school or early childhood community and two years of work experience

### **Hiring Process:**

- Visit the website at [www.epiphanyschool.com](http://www.epiphanyschool.com) and submit a resume and cover letter to [hiring@epiphanyschool.com](mailto: hiring@epiphanyschool.com)