

OFFICE COORDINATOR

JOB TYPE: FULL TIME

START DATE: AUGUST 14, 2023

JOB TITLE: Office Coordinator

DEPARTMENT: Main Office - STEM Collegiate Junior High School

REPORTS TO: Principal

TYPE: Permanent

HOURS OF WORK: 7:30-4:30pm Mon., to Fri., with 1 hr cumulative break time per day.

SALARY: \$60,000 to \$67,000, plus extensive benefits & ample paid vacation time.

SUMMARY:

The Office Coordinator is responsible for providing administrative support and coordinating office operations in STEM Collegiate's Main Office. This role is critical to the smooth functioning of the school, as the Office Coordinator serves as the first point of contact for parents, students, and visitors. Responsibilities also include maintaining accurate records and facilitating communication between the school and the wider community.

KEY RESPONSIBILITIES:

1. **Office Management:** Oversee the day-to-day operations of the Schools Main Office, including managing phone calls, emails, and in-person inquiries. Ensure that all office equipment is in good working order and maintain an inventory of office supplies. Coordinate the distribution of incoming and outgoing mail. May also be required to help itinerant staff and guest teachers when office assistant is busy.
2. **Administrative Support:** Provide administrative support to the Principal and Superintendent, including scheduling appointments, preparing reports, and coordinating meetings. Maintain accurate records of student attendance, enrollment, and other school based administrative data.
3. **Student Support:** Provide personalized, caring support to students and parents, including answering questions about school policies and procedures, assisting with enrollment and registration, and coordinating student activities and events.

4. **Communication:** Facilitate communication between the school and the wider community, including parents, community organizations, and other schools. Maintain the school's website, social media accounts and coordinate the production and distribution of newsletters and other communication materials.
5. **Bookkeeping:** Maintain school accounts including school cash, issue receipts and cheques, deposit funds, monthly bank reconciliations, GST summary and reconciliation of petty cash
6. **Supervision:** Supervise and train office support staff, including office assistants and other main office clerical staff, and ensure that they are performing their duties effectively and efficiently.

QUALIFICATIONS:

1. High School Diploma or equivalent; diploma or bachelor's degree in a field related to the key responsibilities of this position is preferred.
2. Three to five years of experience in an administrative support role, preferably in an educational setting.
3. Demonstrated knowledge and experience in basic bookkeeping.
4. Excellent communication and interpersonal skills, with the ability to interact effectively with a diverse range of stakeholders.
5. Proficiency in Microsoft Office Suite and other relevant student information software applications such as PowerSchool, School Engage.
6. Strong organizational skills and attention to detail.
7. Ability to work independently, manage multiple tasks and priorities, and adapt to changing circumstances.
8. Familiarity, or willingness to quickly become familiar, with the school administrative procedures and policies.

WORKING CONDITIONS:

The Office Coordinator will work in a fast-paced environment and will be required to interact with a diverse range of stakeholders, including students, parents, teachers, and other staff members. The position may require occasional evening or weekend work to support school events or activities. STEM Collegiate School is a non-unionized workplace.

PHYSICAL REQUIREMENTS:

The Office Coordinator will be required to sit or stand for extended periods of time and may need to lift or move objects weighing up to 25 pounds. This is a physically demanding job as is typical of any support staff role in a secondary school setting. Individuals with high energy and generally robust mental health are more likely to enjoy working in this environment.

ADDITIONAL INFORMATION:

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related job duties as assigned by the Principal or Superintendent of STEM Collegiate.

The Office Manager is required to return to work at least two-weeks prior to the end of the scheduled summer break, and to continue working at least seven days after the last day with students in June, or as mutually agreed upon with the School Principal. Vacation time is to be taken only when the school is closed to both staff and students according to the school's annual academic calendar (i.e., winter, spring, and summer breaks).

A Vulnerable Sector Criminal Record Check and evidence of post-secondary credentials will be required from the successful candidate. This position qualifies for a comprehensive benefits package and paid vacation time. Annual salary will range between \$60,000 and \$67,000 according to qualifications and experience.

APPLICATION PROCESS:

- Qualified candidates are encouraged to submit an application by **5pm on Friday May 12, 2023**, through [the Apply to Education](#) website posting by providing the following:
 - Cover Letter
 - Resume
 - Contact Information for 3 professional references (Supervisors only)
- The interest of all applicants is appreciated; however, only those short-listed for interviews will be contacted. *Note:* No references will be contacted prior to interview or without permission