



## **Nativity Preparatory School of Wilmington**

### **Front Office Coordinator**

**Salary Range:** \$30,000 - \$35,000 / **Start Date:** October 1, 2021

**Full Time – Exempt, Reporting to Principal**

### **About Nativity Prep of Wilmington**

Nativity Preparatory School of Wilmington is a tuition-free Catholic middle school for boys. Guided by the example of Saint Francis de Sales, it strives to educate students, regardless of faith, to maximize their God given potential. Nativity empowers them to earn acceptance and achieve success in a college preparatory school through a rigorous holistic education.

Nativity Prep serves students between the grades of 5<sup>th</sup> – 8<sup>th</sup> and is located in the City of Wilmington. The Front Office Coordinator reports to the Principal and is a key staff member, ensuring the school runs efficiently and effectively.

### **Summary of Position**

The Front Office Coordinator is responsible for assisting with the day to day functioning of the school and perform tasks that help keep the school running smoothly. The Front Office Coordinator will manage communication with faculty, staff and families, the school's grading/attendance and the back-office items associated with the admissions process. The position will assist the development office with task-oriented items and organize, arrange and coordinate meetings for Principal, President and school. The Front Office Coordinator will support the general school communications efforts and parent association as needed. The Front Office Coordinator will maintain a clean and welcoming working environment.

## **Areas of Responsibility**

### **Communication**

- Answer phone calls in a professional and timely manner
- Greet guests in a professional and welcoming manner
- Facilitates communications with families, including family fundraisers
- Maintain the shared calendar
- Create Friday Folder for parent/student/school distribution
- Support admissions process through candidate paperwork and application follow-up and outreach

### **Student Health & Safety**

- Assist with oversight and compliance of all health and safety protocols
- Provide comfort and assistance in cases of student injury or ill health
- Maintain records of injuries
- Manage student medication needs and associated record keeping

### **General Office**

- Collect attendance and make phone calls home to validate absences
- Maintain student records, emergency information, and medical forms
- Make copies, type memos and letters, and create forms, as needed
- Oversee maintenance of the copy machine, other centralized support items
- Manages transcript and other file requests for students
- Assist with snack/lunches as needed

### **Business & Development Office**

- Collect, log and track activity fees; work with the business office
- Assist the Development Office with coordination of internal and external operations, including data entry, mailing support and other items as needed

### **Principals' Office**

- Prepare reports, memorandums, proposals and correspondence for Principal
- Schedules appointments and meetings for the Principal and manages schedule
- Assists principal in the overall functioning of the school by anticipating the demands of the schedule, performing necessary tasks
- Maintain student, academic, and educational files and databases
- Assist with the implementation of Nativity Prep's Summer Program

### **Events/Activities**

- Participate in all professional development days as discussed with the Principal.
- Support and attend school events, parent association events and development activities as determined by President and Principal
- Support admissions process as needed, inclusive of coordinating necessary paperwork and support
- Performs other duties as needed or required.

### **Qualifications:**

- Minimum of three years of professional experience
- Minimum Associates Degree or equivalent
- Willingness to serve in a mission-driven organization
- Knowledge and/or quick learner of Microsoft Office, Google Suite, and school grading software (PowerSchool preferred) and behavior management database (Kickboard preferred)
- Excellent oral and written communication skills
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible; ability to multi-task as wide range of projects
- Ability to work in a fast-paced office
- Strong ability to maintain staff & student confidentiality
- Strong working knowledge of and experience with email, scheduling, spreadsheets, databases, and presentation software
- Ability to work in a multi-cultural environment

### **How to Apply:**

Please send your cover letter and resume, or any questions regarding the position to [bray@nativitywilmington.org](mailto:bray@nativitywilmington.org).