



Our Sisters' School

145 Brownell Avenue, New Bedford, MA
508-994-1255

Job Title: Office Administrator
Status: Full Time
Reports to: Head of School and Director of Finance and Human Resources

Our Story:

Our Sisters' School is a small, close-knit school serving students in grades 5–8. We serve motivated girls from low-income families and historically underrepresented groups. We recruit staff and students from diverse faiths, races, and cultures. We're located in the historic and growing city of New Bedford.

The name of our school honors the maritime history of New Bedford. It celebrates courageous young women who ventured out on whaling vessels in the early 1800's, and were called "sister sailors". Our students, modern "sister sailors" at Our Sisters' School, are bravely adventuring on the high seas of their educational journeys.

In our safe, supportive, and challenging environment, strong academics are coupled with positive character development as OSS students explore our Core Values of *Excellence, Community, Civic Engagement* and *Leadership*. Our educational philosophy values experiential, purposeful and community-oriented learning that honors student choice and voice. Our goal is to build the best educational environment we can imagine as we support the growth of our students. Flexibility, creativity, teamwork and hard work are some of the things our staff appreciate and value in the work environment.

Position Summary:

The Office Administrator will be accountable to the Head of School and the Director of Finance, and should be knowledgeable about and capable of handling the emerging and ongoing administrative activities of the School. As one of the first people to greet students, families, donors, volunteers and community members, on the phone and at the School, the Office Administrator should be a welcoming presence at all times. We prefer candidates who are capable of learning from their peers' demonstrated best practice, respond openly and efficiently to guidance and feedback, and can collaborate effectively with others – including volunteers.

Preferred Qualifications:

- High-school diploma and/or certificate required
- Proficiency with computers and software programs especially Google Suite
- Strong written and oral communication skills

- Excellent interpersonal skills
- Superior organization and time management skills
- Spanish language skills

Expectations and Responsibilities:

The primary responsibility of the Office Administrator is to serve as a receptionist in the main office and to provide administrative and clerical support to the Head of School including collaborating with office staff and volunteers to:

- Cordially greet visitors to the School
- Answer and direct telephone calls and email with professionalism
- Provide academic, program and administrative support for the school
- Administration of student files, student records, transcripts, attendance, and demographic information of current and potential students
- Assist administration with preparation and creation of student progress reports and report cards
- Produce and send friendly reminders to families regarding upcoming school events and schedules
- Train office staff and volunteers
- Process incoming and outgoing postal mail
- Assist with the coordination of event logistics including field trips and family events
- Provide staff support to parent committee, as assigned
- Attend and participate in meetings, conferences and training sessions, as required
- Other duties as assigned

We offer:

- A work environment that is welcoming, collaborative, flexible and embraces creativity and diversity
- Salary commensurate with experience, education/certification and guidelines provided by OSS financial policies
- PTO (paid time off) in accordance with OSS personnel policies and Massachusetts regulations
- Employer offered health insurance, dental coverage, disability insurance and 401K Plan

We hire to intentionally include people from a variety of backgrounds. The people we are creates a rich tapestry of learning at Our Sisters' School and makes us stronger. Our community works hard to create and maintain a working and learning environment that's diverse, inclusive, equitable, and welcoming. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Visit our website at www.oursistersschool.org

To Apply: Please send cover letter, résumé, and references to: Sarah Herman, Head of School, sherman@oursistersschool.org

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