

OPERATIONS MANAGER

Mission of VOICE Charter School

The mission of VOICE Charter School is to create a safe and healthy learning environment that will nurture, motivate and challenge all of our children to achieve the highest level of academic excellence and to develop into mindful, responsible, contributing participants in their education, their community and the diverse society in which we live.

Responsibilities Include But Are Not Limited To:

- Coordinate classroom/office assistants in carrying out work related to operations
- Ensure completeness and accuracy of all student records including attendance, academic, and disciplinary data
- Manage the daily responsibilities associated with student food services, transportation services, health services custodial personnel and third-party contractors
- Provide general school support including preparing campuses, purchasing equipment and supplies, maintain school calendar, safety drills, security and schedule
- Assist with the planning and implementation of school special events
- Oversee the purchase and maintenance of technology infrastructure
- Create and manage student recruitment process, manage the school lottery, and track student admissions and maintain wait list.
- Oversee HR department including maintaining personnel records
- Collaborate with other members of school leadership team

Skills and Characteristics:

- Strong project management skills, ability to handle multiple priorities, and detail-oriented
- Highly proficient in office application software, with particular proficiency in MS Excel, MS Word, and MS PowerPoint
- Strong communication skills, both written and oral
- Ability to work in a fast-paced, high-performing, and at times, unpredictable environment
- Superior initiative, capable of self-direction
- Maturity, humility, strong work ethic, sense of humor, and a roll-up-my-sleeves attitude
- Willingness to assume additional responsibilities outside of job description if necessary
- Desire to work in a collaborative team environment

Qualifications:

- A Bachelor's degree from an accredited college or university
- Commitment and belief in the VOICE mission
- At least 2 years of relevant experience in a fast-paced environment and managing multiple projects

Preferred, Not Required, Qualifications:

- Masters degree
- Bilingual English/Spanish
- Experience in an educational (K-5) environment

- At least 2 years of demonstrated success managing a small team

To Apply

All applications must be submitted via e-mail (voiceemployment@gmail.com). We are not able to respond to any mailed or faxed applications or phone calls regarding employment.

We require two items from all applicants: (1) a cover letter and (2) a professional resume. Please do not submit any other materials.

Please note:

- The cover letter must be specific to VOICE Charter School, and it should express why you feel you would be a good fit for our teaching and learning community (visit the VOICE website, www.voicecharterschool.org, for information).
- The cover letter must appear within the text of the e-mail (a fully-formatted version should also be attached).
- The resume should include any school/education/child-based experience to-date, all work experience, undergraduate major(s)/field and GPA, and any post-graduate work.
- The resume should be attached to the e-mail.

Again, due to the large number of applicants, we are not able to respond to mailed or faxed applications or phone calls regarding employment. We will only review e-mailed materials.