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Administrative Assistant & Receptionist

Job Description

Position Overview

Reporting directly to the Co-Head of School for Operations, this position provides a wide range of support to the Co-Heads of School and staff of The Academy. This person serves as the main, and typically the only, point of contact in the main office for all community members, and consequently, is essential to operations running efficiently and effectively to allow The Academy to fulfill its mission. This position averages approximately 8-12 hours per week, starting mid-November. The position entails being at school during afternoon school hours and after school activities, from approximately 2 - 6 PM, Monday, Tuesday, and Thursday of each week.

Specific Responsibilities: Applicants for this position should support The Academy's mission and commitment to antiracism. The specific responsibilities of this position may vary drastically week to week. Responsibilities could include:

- Welcoming community members and visitors to the school
- Answering phones in the Main Office and directing all incoming calls to appropriate party promptly and efficiently
- Being the point-person for coaches and after school staff between the end of academic classes and the departure of buses
- Coordinating with the part-time School Nurse and supporting students feeling ill
- Assisting faculty and staff with copying, purchasing classroom supplies, and other administrative tasks as possible
- Supporting the Co-Heads with data entry around schedules, contact information, and transcripts
- Assisting Admissions or Development Offices with mailings, organization, or events
- General upkeep of school, including light cleaning or beautification, on an as needed basis
- Other duties as assigned by the Co-Heads of School

Qualifications

- Experience working in an office with coordination and organization of program materials
- A team player with a flexible nature and the ability to multitask

- A courteous and friendly demeanor
- A well-rounded and diverse administrative skill set
- Respect for the confidentiality associated with student and staff records and conversations
- Proficiency in business software packages (such as Microsoft Office) and/or Google Suite and/or Student Information Systems
- Attention to detail and the ability to be highly accurate
- Experience in and a desire to serve in a customer service role

How to Apply

Candidates should apply online at <http://www.charlemont.org/welcome/employment/> and can direct questions to John Schatz at jschatz@charlemont.org