



Administrative Assistant

Overview:

Empower Community School influences change in our community by forging collaboration between a diverse group of scholars, educators, families, and partners to educate the next generation of community leaders and advocates. Our personalized approach to learning supports the academic, social, and emotional development of each scholar and prepares them to excel in every endeavor with the courage and ability to advocate for themselves and the community.

Empower unapologetically believes:

- Every student can learn and grow in rigorous academic settings with the appropriate support.
- Schools are a place for equitable collaboration between educators, scholars, families, and the broader community.
- Empathy, interpersonal skills, and social-emotional development are the foundation of a positive culture.
- Technology can be an educational equalizer when used for personalized learning, content creation, and community connections.

We are seeking motivated, entrepreneurial individuals to join our founding team. Empower Community School Team members must be dedicated to the mission of the school, including our goal to support the academic, social, and emotional development of students. Ideal candidates will be self-motivated, innovative educators with a passion for student, adult, and community development. This unique position requires a candidate who possesses a blend of social media expertise and strong administrative skills. The successful candidate will play a crucial role in enhancing our online presence and supporting various business functions.

Reports To: Director of Operations

Position Summary:

The School Administrative Assistant provides vital support to the administrative functions of a school. This role encompasses a variety of tasks that contribute to the smooth operation of the school office. Here's a general overview of the responsibilities and duties:

Responsibilities:

- Assisting in the day-to-day administrative tasks of the school office.
- Managing and organizing paperwork, documents, and files.
- Handling phone calls, emails, and inquiries from parents, students, and staff.
- Drafting and proofreading official correspondence and announcements.
- Inputting and maintaining accurate data in school databases.
- Managing student records, attendance, and other relevant information.
- Coordinating schedules for meetings, events, and appointments.
- Updating and maintaining calendars for school activities.
- Assisting with student enrollment, registration, and withdrawal processes.
- Collaborating with teachers and staff on student-related matters.
- Processing financial transactions, including fee collections and petty cash management.
- Managing office supplies, equipment, and maintaining an organized workspace.
- Liaising with vendors and external service providers as needed.
- Performing other assigned duties.



Qualifications:

- High school diploma or equivalent (some college coursework in accounting or finance is desirable).
- Previous experience in bookkeeping, accounting, or finance-related role is preferred.
- Strong knowledge of basic accounting principles and practices.
- Proficiency in using Microsoft Office Suite (especially Excel, Word, and Outlook) and familiarity with accounting software (e.g., QuickBooks, Xero).
- Exceptional data entry skills with a high level of accuracy and attention to detail.
- Excellent organizational and time management skills to prioritize tasks effectively.
- Strong verbal and written communication skills.
- Ability to handle sensitive and confidential information in a professional and ethical manner.
- Aptitude for problem-solving and critical thinking.
- Demonstrated ability to work independently as well as part of a team.
- Flexibility to adapt to changing priorities and deadlines.
- Positive and approachable attitude with excellent interpersonal skills.

Physical Requirements:

- Ability to sit, stand, or walk for extended periods.
- Manual dexterity to operate office equipment.
- Occasional lifting and moving of materials up to 50 pounds.

The specific duties may vary based on the school's size, structure, and specific needs. A School Administrative Assistant should possess excellent organizational, communication, and multitasking skills while maintaining a professional and positive demeanor.

Additional Information:

As part of the application process at Empower Community School we ask all candidates to take several brief assessments after the submission of a resume or completion of an online application. For the first assessment, you will click on this [LINK](#). Please enter your contact information. Upon completion of the first assessment, you will receive a link for the second assessment at the provided email address. The link will come from noreply@predictiveindex.com.

In the first assessment,

- *There are no right or wrong answers*
- *The assessment takes about 5 minutes to complete*
- *You should take on a laptop or desktop*
- *Make sure that you are in Google Chrome with a stable internet connection*

Once you complete the first assessment, you will immediately receive a link to the 2nd assessment. Unlike the prior assessment, this is a timed test. Please consider the following

- *There are 50 questions*
- *You will have 12 minutes to complete*
- *Questions will include three types of questions: numerical, verbal, and spatial-reasoning*
- *Please complete the assessment on a laptop or desktop*
- *Make sure that you are in Google Chrome with a stable internet connection*



- *Ensure that you are in a quiet place where you will not be distracted or disturbed*
- *Be in a competitive state of mind.*

Equal Opportunity Employment

Empower Schools of Alabama considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, the presence of a medical condition, disability, or any other legally protected status.

Non-Discrimination Statement

In its efforts to promote nondiscrimination and as required by law, Empower Schools of Alabama does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs.