



NORTHSTAR SCHOOL
Nurturing the Mind, Body and Spirit

EMPLOYMENT OPPORTUNITY: OFFICE MANAGER

(09/20/2016) – Northstar School is now looking for candidates to join our team as our Office Manager. We are looking for high-impact and talented people with a passion for education and community. The Office Manager is a full-time position responsible for helping to manage the school office and other key elements of the school's operations.

Responsibilities include:

- Managing the school's administrative office space along with the school's files, inventory of supplies, phone and email communications, mail, and other office functions
- Performing general clerical duties (e.g. scheduling, copying, faxing, data entry, filing, etc.)
- Maintaining all student records, including academic, attendance, and other personal records
- Facilitating tuition collection and management in collaboration with the school's accounting and administrative team
- Coordinating all admissions and enrollment processes
- Fielding and addressing parent and community communications, inquiries, and requests
- Working with the accounting and administrative team to manage all accounts payable (bills) and receivable (tuition, fees, and donations)
- Supporting coordination of school events and activities
- Overseeing standard school, security, and facility operations
- Documenting and streamlining school processes and procedures
- Providing administrative assistance to the Principal, administrators, and teaching staff

The following qualities are required:

- Organized, punctual, and detail-oriented
- Able to multi-task and adapt to changing priorities and potential interruptions
- Effective in communicating with diverse groups of people with warmth, tact, and courtesy
- Familiarity with various, standard office equipment (computer, printer, copier, fax, etc.)
- Proficient in Microsoft Excel and Microsoft Word
- Professional communication skills, both verbal and written
- Able to work well with others, inclined toward problem-solving
- Motivated, proactive, and dependable
- Love for children and a belief in the imperative of quality youth education

Skills or experience in any of the following areas are a major plus:

- Working with/in educational or non-profit institutions
- Event coordination
- Financial management
- Marketing, social media, or graphic design
- IT and collaborative technology
- Familiarity with traditional Islamic sciences

Northstar offers competitive compensation and benefits packages along with a healthy, supportive, and enriching work environment.

- + Competitive salary, commensurate with experience and abilities
- + Enriching, positive work environment
- + Generous medical, dental, and vision insurance coverage
- + 401k retirement plans
- + Paid school breaks, including both national, and Islamic holidays
- + Tuition discounts for staff children
- + Career development reimbursements

>> Interested candidates please send your resume with cover letter to careers@northstarschool.org. Candidate review and hiring will occur as soon as possible.

Northstar School is a K-8th grade Islamic school in the San Francisco Bay Area. Founded in 2002, Northstar has grown from a student body of 7 students, to one of over 135 diverse and eager, young Muslim learners. Northstar has earned a reputation as a pioneer and role model in Islamic schooling, employing a range of cutting edge and time-tested educational methods. With a dynamic curriculum that integrates classical Islamic sciences with a first-rate academic program, Northstar aims to nurture the "mind, body, and spirit" of its children. Northstar School is an equal opportunity employer, open to applicants of all backgrounds. For more info visit: www.northstarschool.org