We are currently accepting resumes for a part-time Receptionist. Our ideal candidate is warm and friendly and acts as the face of Blue School. The receptionist is the first point of contact for all visitors, current families and students, and prospective families and students. This position reports to the Director of Program Development and Operations.

Responsibilities include: Administrative tasks such as data entry into the student database system, answering phones, maintaining visitor logs, placing orders, assisting with mailings, copying, filing and other office related tasks related to this position. Additional projects and responsibilities may be required of this position as they arise.

Experience Requirements:
- 1-2 years of relevant experience in similar function
- High School Diploma required

Knowledge and Skills:
The ideal candidate is self-motivated with strong verbal and written communication skills, a positive energy, and a customer service orientation. Must have a good working knowledge of Google Suite: Drive, Calendar, Sheets, Docs, and GMail, Microsoft Word, and Excel, and be comfortable working in a MAC based environment. Candidate must be highly organized, a good decision maker and problem solver, and have the ability to juggle multiple responsibilities in a collaborative work environment that moves at a fast pace. This person must also possess sound judgment in situations that require discretion and/or immediate attention. Confidentiality is a must. CPR/First Aid certification and previous work in a school are a plus.

This position is available immediately and is a part-time position of 24 hours a week. Days and hours are flexible -- to be determined. Base pay rate is $16/hour.

Interested candidates should submit a cover letter and resume to HR@blueschool.org with Receptionist in the subject line.

Blue School is committed to achieving a diverse workforce providing equal opportunities to all employees and applicants. We value, respect, and celebrate differences. Employment is decided on qualifications, merit and school needs and not on the basis of race, color, religion, age, sex, national origin, disability
status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.