Corlears School seeks a Database Manager & Administrative Assistant to play an essential role on the administrative team, to ensure an effective and streamlined approach to database management and administrative operations. This role is vital especially for our teams and individuals that maintain school business, enrollment, fundraising and marketing operations.

Reports to: Director of Program Operations  
**Working Hours:** Full-Time, Monday-Friday, 8am-4pm

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**Database Management**

The database manager manages and updates various database and registrar systems across the school for the following departments: Admissions/Enrollment, Development, Marketing and Registrar.

**Admissions/Enrollment**

Support the Director of Business & the Admissions Director with:
- maintaining and updating TADs
- administering enrollment offers and agreements
- supporting communications / tracking related to financial aid
- financial reporting from Senior, TADS, Excel, G-Docs, and TEAM
- running and/or creating reports on Senior Systems with lists of specific constituents as needed

**Development**

Support the Director of Development & Alumni Relations with:
- adding and updating constituent information
- inputting gift donations in database
- tracking donations throughout the school year
- maintaining scheduled pledge schedules and reminders
- creating and sending acknowledgement letters to families who have donated

**Registrar**

Support the Educational Program with:
- preparing and sending student report cards to families
- generating class directories
- generating emergency contact sheets for teachers and school nurse
- generating student transcripts as needed
- sending monthly attendance reports to parents each month
Administrative Assistance
The Administrative Assistant handles general office tasks and administrative duties, such as directing communications, organizing schedules and events, bookkeeping, maintaining office equipment and administrative support as needed.

- Support Educational Program with ordering classroom supplies & maintain inventory of all-school supplies
- Support Administrative team with tasks related to events (ie: printing name tags, ordering materials/supplies, etc)
- Support the Operations Assistant with coordinating substitute teachers
- Support the Director of Business with invoice management, file maintenance, opening and sorting of mail
- Maintain Admin Team Calendar & Internal School Calendar
- Support Administrative Team with weekly reminders about team meetings, roles & responsibilities, weekly memo, staff meetings, etc.

The successful candidate will:
- Value the school's mission
- Demonstrate a personal and professional commitment to equity & inclusion
- Have the ability to connect to and collaborate with a diverse community
- Demonstrate emotional intelligence to identify and manage emotions in positive ways
- Demonstrate a keen self-awareness and strong interpersonal communication skills that support positive relationships with various constituents in the school community
- Have the motivation, skill and a positive outlook to collaborate with colleagues
- Demonstrate depth of technical knowledge and skill as evidenced by previous experiences
- Be committed to reflection and professional growth

Qualifications:
- Bachelor's degree, or equivalent experience
- Experience with database work, and familiarity or willingness to learn the following tech-based tools and programs: Hubspot, Eventbrite, SquareSpace, Canva, Sawyer, Docusign, TADS, Ravenna, Google Suite, Excel, Senior Systems
- Experience working in non-profit organizations or development offices
- Experience with importing and exporting, and with mail merge

Employment Requirements (upon hire)
- Fingerprinting
- Background check
- Current Medical Physical
- Record of up-to-date COVID-19 vaccine or confirmed medical exemption
- CPR/AED Safety Training Certification (by start date)

To Apply: Email jobs@corlearsschool.org with a cover letter and resume.