School Operations Associate

About Cornelia Connelly Center

Cornelia Connelly Center champions girls at risk, empowering them to realize their full potential from middle school through college and beyond. Through Connelly Middle School (CMS), students in grades four through eight receive a joyful, holistic education. Our Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school success and college completion. With Cornelia Connelly Center, a young woman learns to shine – transforming her life and our world.

Professional Responsibilities

Under the general direction of the Assistant Head of School, the School Operations Associate performs general office work that includes but is not limited to clerical and operational functions for Cornelia Connelly Center and its school, Connelly Middle School of the Holy Child. The primary responsibility of the Operations Associate is to provide support to the Center’s school operations.

Administrative

- Organize, analyze, and report on all key program and Center data to both internal and external constituents.
- Manage and maintain student information database systems, including family contact information, health and immunization records, and generate reports and create rosters as directed.
- Serve as the school registrar: register, release or transfer student records; complete enrollment information.
- Ensure all school accountability data is being kept, revised, and recorded regularly and accurately; including the submission of annual reports, censuses, and surveys with the support of program directors
- Ensure all school administrative tasks are completed, including but not limited to: family communication, calendar management, and school culture tasks.
- Track and record students’ daily attendance including tardies and early dismissals and manage follow up
- Provide oversight on inventory management and placing orders for all school supplies
- Prepare and print report cards and progress reports for distribution; assist with scheduling parent conferences as directed by the Assistant Head of School
- Serve as Board Secretary under the direction of the Executive Director

Family Relations

- Create and distribute family mailings, weekly family newsletter and other family communication materials (school calendar, school closing notifications, family letters, announcements, etc)
- Make calls to families when needed; follow up and report back to Assistant Head of School
- Maintain confidentiality regarding family, student and staff information (internally and externally)
- Translate in meetings as necessary

**Recruitment and Admissions (Cyclical)**

- Assist the Assistant Head of School with recruitment efforts intended to increase interest in CCC, in order to identify mission appropriate students and families
- Identify families who qualify for Inner City Scholarship Fund (ICSF) and provide direct support to help them fill out the application yearly
- Coordinate Admissions Process and Testing
  - Serve as initial point of contact for prospective families
  - Provide a great deal of communication to prospective families; promptly follow up with interested families, answer questions and guide them through the application process
  - Coordinate the student testing process
  - Follow up with families to ensure all documents are submitted in a timely matter
  - Present a completed application to the admissions committee
- Monitor and maintain the student database for recruitment/admissions
- Track all data related to admissions and prepare reports as requested
- Ensure prospective families are well informed of the educational process at CCC

**Required Qualifications and Skills**

- Associate’s Degree required, Bachelor’s Degree preferred
- Eligible to work in the U.S.
- Spanish fluency required
- At least 3 – 5 years of relevant experience, preferably with a school or nonprofit organization
- Advance knowledge of MS Office Suite, Google Apps
- Knowledge of school information systems a plus
- Unparalleled organizational skills and demonstrated ability to implement new systems that keep an office running smoothly
- Basic customer services skills
- Be proactive, rather than reactive; plan ahead; foresee challenges and address them before they become problems/crises

**Salary and Benefits**

- Salary starting at $45,000, commensurate with experience
- Comprehensive and competitive benefits, including health, retirement, and vacation

*Interested candidates should send cover letter, resume, and list of references to careers@connellycenter.org*