Hope Partnership for Education is an independent, non-profit organization, founded and endorsed by the Society of the Holy Child Jesus and the Sisters of Mercy in June, 2002. The mission of Hope Partnership for Education addresses the educational needs of children and adults from low-income families in Eastern North Philadelphia by offering services which include a middle school education (grades 5-8), a support system which follows students through high school and adult education.

Position Title: Office Manager
Date Modified: March, 2023
DLSA Classification: Non-Exempt
Reports to: Principal
Position Purpose: This full-time position coordinates communication, clerical and hospitality tasks necessary for efficient operation of Hope Partnership for Education.

Essential Functions:

- Provide information and hospitality while acting as first point of contact for families, office visitors, and the multiple stakeholders associated with Hope Partnership for Education
- Provides parents with a receipt for tuition at the time of payment
- Create a system for tracking new student applicants
- Act as contact for Philadelphia School Dept. of Transportation and perform tasks associated with that responsibility
- Develop a system to organize and maintain office filing system
- Other duties as needed, e.g.
  - Track attendance daily and prepare late slips for students
  - Log attendance in the report card system daily
  - Answer office phones and prepare messages
  - Make appropriate phone calls to follow up on absences
  - Communicate with feeder schools to get student records and keep list of those files that are incomplete.
  - Screen students and visitors for the principal
  - Schedule field trip transportation after field trips have been approved by the principal.
  - Under the direction of the principal, contact families in case of early dismissal, no after school or other emergency reasons
Qualifications:
- High School degree and a minimum of three years of relevant office experience
- Computer literacy
- Excellent communication skills
- Ability to multi-task

Physical Requirements and Work Environment:
- Generally works in standard office conditions and climate
- May work at a desk and computer for extended periods of time
- Ability to lift and carry 25 pounds
- Works in a stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts

Received, discussed and accepted job description:

Hours: ______________________ Days per week: ____________________
Salary: ______________________ Start Date: ________________
Assigned room(s): ______________________________________________________

Employee Printed Name _________________________________________________

Employee Signature: ______________________ Date __________

Supervisor Signature ______________________ Date __________

This job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary. I also understand that the first 90 days of employment is a probationary period and unsatisfactory performance may result in dismissal.

Revised: 3/23