



Position Title: Early Childhood Center Office Manager

Status: Salary – Exempt

Compensation: \$33,000 – \$36,000 Annually

Reports to: Director of Early Childhood Education

Background:

The Jewish Alliance of Greater Rhode Island (the Alliance) serves to enrich the quality of life for Jews in Rhode Island, in Israel, and around the world. Today's Alliance is where the community comes together as one to develop responses to critical issues facing Rhode Island. We do this through philanthropy, education and wellness opportunities, community relations, and by convening agencies, synagogues, and organizations to address issues of common concern. Together, we translate Jewish tradition and values into action. All of our work is guided by our core values:

Tzedakah: upholding the Jewish traditions of righteous giving and justice.

L'dor v'dor: securing a future filled with Jewish tradition and heritage.

Tikkun Olam: repairing the world.

Hineni: standing with others so no one stands alone.

Klal Yisrael: supporting worldwide Judaism and the State of Israel.

Torah: pursuing knowledge and lifelong learning.

Summary of Job Description:

The Office Manager will have exceptional people and management skills and act as a liaison between parents and our program. This position requires using a computer, being detail oriented, patient and enjoys working with adults and children in a busy early childhood center.

Primary Responsibilities:

- Maintain and update all children and staff paperwork
- Provide student rosters and pertinent information to teachers
- Collect and compile monthly paperwork from teachers including attendance and meal counts
- Submit lunch meal counts to the state
- Communicate and send information to families when necessary, including follow-up questions, scheduling tours and registering families for the school year and camp
- Assist with communicating technical issues
- Maintain supply inventory and manage ordering of all office supplies and equipment.
- Oversee administrative responsibilities for supplementary classes including attendance registrations and payments
- Help maintain and update budget spreadsheets
- Provide support to Director of Early Childhood Center and staff including classroom coverage when needed
- Participate in school social and family education programs and meetings, as well as larger organizational programs and trainings, as needed, including monthly staff meetings

Qualifications:

- Demonstrated experience with the Alliance's core values and a clear commitment to them
- Strong interpersonal and communication skills, and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge about the dynamics of families with children across all age levels
- Strong written and oral communications skills
- Ability to set priorities and handle multiple projects. Strong organizational skills
- Enthusiastic and self-motivated individual who is comfortable working in a fast-paced environment, including occasional nights and weekends
- Ability to work closely with others in a team environment and effectively interact with all levels of management, parents and volunteers
- Willingness to understanding regulations and licensure accreditations set forth by DCYF, BrightStars, and NAEYC
- Must adhere to all NAEYC accreditation and RI licensing standards, including specific vaccinations and annual flu shot
- Must have or willingness to obtain Pediatric First Aid and CPR certification
- High School Diploma required
- One to two years of relevant experience with office management
- Strong experience in Microsoft office applications (Word and Excel)