



Learn. Lead. Serve. Succeed!

Office Manager

About Alma

Alma del Mar is a K-8 charter school whose mission is to put every one of our scholars on the **path to college** and to challenge them to be **service-minded leaders**. We do this by immersing our scholars in a highly demanding, highly supportive environment where they receive a content-rich education. We currently serve 415 scholars in grades K-8 and are growing to serve 450 scholars in grades K-8.

We're located in [New Bedford](#), a beautiful coastal city known for its history as the heart of the whaling industry and as a central hub of the abolitionist movement. This once prosperous city is now home to one of the lowest performing districts in Massachusetts. The majority of New Bedford's public schools are among the lowest performing 20% of schools in the state.

Alma gets **results** for kids. After fewer than three years at Alma, our scholars outperform their district peers in reading ability and surpass their suburban peers in mathematics achievement. In addition, we're known for being a highly **inclusive** school. Over 30% of scholars at Alma receive some additional academic or behavioral support. We serve a higher percentage of English language learners than our sending district and have been [nationally recognized](#) for our effectiveness in serving this population.

The Office Manager Role

The Office Manager is responsible for making sure that staff and parents have what they need to make sure that every scholar in their grade level achieves at high levels and develops the habits they will need to succeed.

Primary Office Responsibilities

- Manage booking internal and external locations for special events and small groups (Board, IEP, etc.) as needed
- Book transportation for scholars and for special events as needed
- Manage school calendars
- Onboard new scholars and manage scholar files
- Send out schoolwide notices to families via an online platform
- Support receptionist with finding answers to questions and problem solving issues



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While we encourage successful staff members to remain in a role indefinitely, many staff members have gone on after two or three years to take on curriculum, management, culture, operations or development roles at Alma or with like-minded organizations. At Alma we believe that we can best serve our scholars by helping you to meet your long-term professional growth and career needs.

Who We're Looking For

We seek outstanding staff with the following qualifications:

- Strong team orientation
- Infectious joy
- Ability to problem solve independently and collaboratively
- Self-starter and having a high level of initiative
- Flexible and adapts to new technologies and initiatives
- Well organized and detail oriented
- Communicates effectively both verbally and in writing
- Microsoft Certified
- Bachelor's Degree (Associates Degree is acceptable if working toward a Bachelor's)
- Authorized to work in the United States
- Bilingual preferred
- Coding ability and web design knowledge and experience a plus

Compensation: Salary will be competitive and commensurate with experience. We will offer a comprehensive benefits package.

To Apply: Please send your resume and cover letter to apply@almadelmar.org. Please include in your cover letter a response to the following questions:

- What about the Alma del Mar mission inspires you?
- In what way does this position further your professional goals?

Please include specific data in your resume demonstrating the success of your students. Only complete applications will be considered.

Alma del Mar Charter School does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender identity or sexual orientation. Inquiries concerning Alma del Mar's compliance with Title IX and other civil rights laws may be directed to the Director of Operations and Student Services, 515 Belleville Ave., New Bedford, MA; phone: [774-206-6827](tel:774-206-6827).

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