

Office Manager

Education with a Christian perspective draws our attention to the wonders of God and what he has created.

POSTION: PART-TIME

LISTING DATE: JANUARY 10, 2024

CLOSING DATE: MARCH 29, 2024 (OR WHEN POSITION IS FILLED)

STARTING DATE: AUGUST 1, 2024

About the Job:

Thunder Bay Christian School (TBCS) is a Junior Kindergarten – Gr. 10 school that is supported by many churches throughout Thunder Bay, Ontario. We are surrounded and supported by a community dedicated to providing top quality, Christ-centered education and an environment that resonates an excitement and duty to joyfully serve our Lord in all aspects of our lives.

TBCS is currently accepting applications for a full-time Office Manager to join our team. The Office Manager is responsible for all day-to-day organization and co-ordination of office operations, procedures, and resources to facilitate organizational effectiveness. TBCS is supported and largely run by a community of dedicated volunteers. The Office Manager is the face of the school and responsible to communicate, delegate/coordinate, and organize many of the inquiries and messages of our volunteers and/or various committees. Duties also include communicating all relevant school info to, and providing support for, the Director of Operations and the Board of Directors as needed.

Key Responsibilities:

- Warmly greeting and assisting students, staff and visitors.
- Work with and monitor clerical responsibilities and tasks with the office assistant, ensuring maximum efficiency.
- Promotion; continually work with the promotion committee board rep to brainstorm, organize and maintain social media, website etc. Keeping them up to date and vibrant.
- Organize orientation packages, welcoming and training of new staff members with the Director and Finance Manager.
- Organize and promote recruitment and registration days of new students, including promotion and orientation packages (digital and paper copies).
- Organize and maintain up to date parent, staff and member handbooks.
- Plan (at the beginning of each year), communicate, manage, and facilitate all school (student fund) fundraisers. Communicate with committees and keep records for fundraisers done by committees and/or specific class groups (i.e. Bazaar, grade 8 trip). Work with the finance manager to budget amounts needed and maintain organization of the financial details of each fundraiser.
- Organize, budget and book and communicate major class trips (i.e. Toronto Trip, High School Trip). As well as, multiple class, student elective programs (i.e. Gr 5-10 skiing) as directed by the director.

- Design and implement filing systems, ensure filing systems are maintained and current, establish and monitor procedures for record keeping, ensure security, integrity, and confidentiality of data as per Ministry of Education guidelines.
- Co-ordinate schedules, appointments and bookings of all school events posting or ensuring the appropriate staff/volunteers are aware.
- Create yearly school calendar, with the Director.
- Create booking processes and schedules for parent teacher interviews.
- Create, maintain and properly file student report cards. File completed report cards according to ministry guidelines. Create new report cards in Microsoft Teams each year for all classes, for teachers to fill in.
- Monitor and maintain office supplies inventory, review, and approve office supply acquisitions.
- Work with teachers to maintain daily attendance of students. Maintain attendance records as per Ministry guidelines.
- Maintain KinderSchool (and any other) accounts receivable billing information to submit to the finance manager.
- Managing incoming and outgoing mail and deliveries
- Managing and application of Ontario Student Records (OSR) and Student Ontario Education Numbers (OEN) as per Ministry of Education (MOE) guidelines
- Production and releasing of transcripts as per MOE guidelines.
- Management and responsible submission of ONSIS and NOI applications.
- Maintaining the sick room and medical supplies and storing and distributing prescription and over-the-counter medications to students
- Taking inventory of office supplies, textbooks, and supply needs of teachers, staff and students
- Updating and maintaining all student lists and spreadsheets
- Collect and file meeting minutes of the board committees, maintain board binders. Perform other confidential duties as assigned by administration or the board.
- The Office Manager will report directly to the Director of Operations and will work in close coordination with many of the committees of the Board of Directors.

Qualification, Skills and Abilities:

The Office Manager:

- Has a broad and confident knowledge working with the following computer programs: All Microsoft applications, Canva, and Adobe . Can quickly adapt and learn new computer programs. Is confident in maintaining the school website and social media.
- Is a collaborative "people person" with a love for students and staff, a deep passion for Christian Education, and an understanding of the purpose and business of education.
- Management experience or understanding is an asset. Must possess responsible, self motivated management and leadership qualities demanded by this senior office management position.
- Excellent interpersonal and communication skills, achieving compromise among varied opinions, and advising senior management and the Board Directors on school matters promptly whenever necessary.
- Will joyfully promote and maintain the TBCS's mission, vision and core beliefs to current, new and old members, students and staff.

Compensation:

To be determined, based on qualifications and experience. This job could potentially be combined with another office/administrative position.

Position is for minimum 7 hours a day, 5 days a week during school days. Summer hours will range between 1-2 days per week.

Application:

To Apply for this position please refer to our website www.tbcs.school.

The "**About Us**" link has a tab for "**Employment**" opportunities. On the Employment page, please reference the "Staff Application Package" for detailed information and application instructions.