



## Job Description- Office Manager

**Job Title:** Office Manager  
**Department:** Administration  
**Reports To:** Executive Director  
**Schedule:** School calendar with reduced hours July- August.

**FLSA Status:** Hourly/Non-Exempt, Full-Time  
**Prepared Date:** August 12, 2025  
**Salary Range:** \$23.00- \$40.00  
**Benefits:** Health, Dental and 403-B

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**Equal Opportunity Employer and Equity:** Listen and Talk is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability, or protected veteran status. We are committed to providing reasonable accommodations to applicants and employees with disabilities and for sincerely held religious beliefs, observances, and practices. Additionally, [click here to read more about Listen and Talk's equity commitments](#).

**Summary:** Listen and Talk is seeking a highly organized and proactive Office Manager to join our dynamic and family-oriented team. This pivotal role is responsible for ensuring the smooth and efficient operation of our office, providing essential support across various functions, and contributing to a positive and welcoming environment for our students, families, and team members. The ideal candidate thrives in a collaborative setting, possesses exceptional communication skills, and is dedicated to supporting our mission, vision, and values.

**Essential Duties and Responsibilities:** Includes but not limited to:

Office Management and Communication (60%)

- Oversee and coordinate daily office operations and procedures.
- Greet visitors, directing them appropriately.
- Manage inventory and ordering of office supplies.
- Monitor office equipment including supplies and maintenance of printers and postage meter.
- Maintain office files, records, and documentation, ensuring accuracy and confidentiality.
- Handle incoming and outgoing communications (phone calls, emails, mail).
- Coordinate scheduling of common spaces;
- Track donations and process thank you letters to donors

Student-Focused Support (12%)

- Track student attendance, communicating with families and district transportation as needed;
- Manage and update student registrations, including creation of student files.
- Prepare Emergency Binders in support of emergency preparedness.
- Assist in supervision of students immediately before and after classroom time.

HR and Staff-Focused Support (10%)

- Assist with onboarding new employees as detailed in the onboarding checklist.
- Triage employee queries regarding office policies and procedures.
- Maintaining personnel records as requested by the Leadership Team.
- Track staff attendance/approved PTO.

Leadership Team Support (10%)

- Prepare and edit correspondence, reports, memos, and presentations as assigned.
- Assisting the Development Coordinator with planning and preparation for in-house or off-site activities and events.

- Identifying inefficiencies and implementing solutions to streamline workflows in collaboration with the Leadership Team.
- Assist in scheduling appointments and maintaining calendars for the Leadership Team as needed;

**Facility Management** (3%)

- Ensure a safe, clean, and organized office environment.
- Coordinate with vendors for office maintenance, repairs, cleaning, and catering services.

**Problem-Solving and Proactive Management:** (5%)

- Monitor compliance with organizational policies, safety protocols, and operational standards.
- Other duties that support Listen and Talk's vision, mission and values as assigned

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:** AA degree preferred, plus at least two years of customer service and administrative office experience.

**Skills and Abilities:** Excellent oral and written communication skills. A proven ability to communicate with a variety of family members, children, professionals, and community members. Must be highly organized with strong time management skills and the ability to effectively prioritize projects and tasks. Approachable and flexible when teaming and in cross-functional collaboration. Proficiency with Google Suite and Microsoft 365.

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to listen and talk on the telephone and in person with individuals and groups. The employee will carry classroom materials weighing up to 25 pounds. The employee is required to read and respond to documents in hard copy and electronic form.