



Job Title: Office Assistant

Start Date: August 5, 2024

Location: 300 Industrial Blvd NE, Minneapolis, MN

Position Summary:

This position is for a full time office assistant. This position is a 10 month position, running from August to June each year. This position works on site and is not able to be remote.

Key Responsibilities include but are not limited to:

- Welcoming students, families, and visitors to the school
- Answering phones and the front door
- Delivering mail and packages
- Keeping emergency backpacks updated
- Assist families with enrollment paperwork
- Update student attendance daily and contact families regarding absences
- Coordinate interpreter services as needed for meetings and events
- Requesting and assigning substitute coverage for absent staff
- Other duties as assigned

The Ideal Candidate Will:

- Embrace NECP's mission, vision, and core convictions.
- Articulate the mission and vision of Northeast College Prep to students, parents, and the greater community
- Promote and maintain a professional environment
- Establish and maintain strong communication lines with all staff and parents/guardians
- Be prompt and punctual, including arriving on time to school and any assigned arrival and dismissal duties
- Be courteous and respectful to all families, even those who are very upset
- Be able to work in a fast-paced environment where many people need something at the same time; ability to prioritize and take action on most immediate needs
- Be organized and able to plan ahead and meet deadlines
- Be able to meticulously enter data on spreadsheets without errors
- Be motivated to do a thorough job which includes seeking out and researching how to do something that no one else knows how to do and persistently follow up until the problem is solved
- Support and engage in outreach efforts aimed at increasing student enrollment, community partnerships, and NECP's visibility in the community
- Successfully follow-through and complete other duties as assigned in support of the school's mission

Required Qualifications:

- Excellent verbal and written communication skills and proficiency with a variety of technologies
- Be respectful of and interested in learning about our school community in all of its diversity
- Ability to work in the United States

- Track record of success working in a fast-paced environment like the school's main office

Preferred Qualifications:

- Experience using PowerSchool or similar student information system
- Experience working with an urban and/or ESL population
- Demonstrated success working with diverse student populations
- Fluency (ideally) or proficiency in Spanish, Somali, Arabic, or Oromo (Somali preferred)
- Experience working in a customer-facing role

Compensation:

A competitive salary and full benefits will be offered. The expected salary range for this position is \$40,000-50,000 (\$18-22 per hour).

About Our School:

Northeast College Prep (NECP) is a diverse, Kindergarten – 8th-grade public charter school with approximately 300 students. Our mission is to ensure strong academic, social-emotional, and talent development in every member of our diverse student body, thereby positioning each student for college graduation, career success, and positive community impact.

Founded as a diverse school committed to both strong academics and social-emotional learning, our curious students learn about themselves and the world around them. All students take Art, Spanish, Arabic, and Physical Education. Social-emotional learning lessons are explicitly taught and woven throughout the day and we partner with community organizations to develop each students' unique talents.

About Northeast College Prep:

NECP exists to ensure that all children have access to an education that will help them to maximize their options in life, thereby contributing to a more just society. Our students and their families speak 14 different primary languages. About 50% qualify for English Language Learning services and about 90% qualify for free or reduced lunch.

Northeast College Prep is a positive school environment for students, staff and families. We intentionally create a positive adult and student culture. We believe in restorative practices and teaching intrinsic motivation (i.e. we don't use extrinsic motivation like candy or public behavior charts) so that students do the right thing even if no one is watching – also known as using the Responsive Classroom approach.

Application Process: To apply, please fill out our online application located at www.bit.ly/NECPApplication. If applicable, college transcripts may be requested later in the hiring process. Applications will be reviewed on an ongoing basis until the position is filled.

Northeast College Prep is an equal opportunity employer and an organization that values diversity, equity, and inclusion. People from all diverse backgrounds are strongly encouraged to apply. If you have questions or concerns, reach out to hiring@northeastcollegeprep.org.