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1884 Randolph Avenue, Saint Paul, MN 55105

OFFICE MANAGER

Learning In Style School is a school for adult English learners in the Whittier neighborhood of Minneapolis. The Office Manager supports the teachers, students, and administrative staff by managing the daily and long-term operational responsibilities of this vibrant and busy educational organization. This is an ideal position for a curious generalist, someone who likes variety and task accomplishment.

20 hours week | \$26 / hour

Mondays – Thursdays, 8am – 1pm January 2024-June 2025 (*School is closed in July*)

RESPONSIBILITIES

Act as morning receptionist – answer phones, check voicemails, welcome visitors, welcome and respond to students, prepare coffee for public spaces.

Manage inventory and purchasing schoolwide, ensuring that LIS is adequately supplied at all times (for classrooms, teachers, public spaces, etc.). Keep storage areas organized.

Support registrar and registration process as needed, including registering new students.

Maintain regular internal communications (send school and staff communications via the Remind app; update and post monthly calendars schoolwide; update signage/posted student reminders, take and distribute meeting notes, etc.).

Regularly update LIS website and social media to ensure accuracy and maintain contact with constituents; maintain Amazon Wishlist.

Manage the on-site requirements for the Metro Transit reduced fare bus card program (i.e., handling the application process for students and helping students add money to existing cards).

Provide student support: proctoring standardized assessments, data entry/student database (SiD).

Act as primary contact for outside vendors and service providers; respond to, initiate, and manage contact as needed to maintain building and facilities. Maintain list of current service providers.

Provide support for staff and community events.

Maintain and update building spaces:

- keep bulletin boards updated and useful
- take photos and maintain citizenship recognition area
- organize and maintain library; refresh display books for seasons and holidays
- daily cleaning/straightening of community room, including wiping down tables and handling dishes; weekly dusting; care for plants; other tasks as needed to maintain a welcoming, clean and organized environment
- change and refresh signage, decorations seasonally

Other duties as requested, including potentially stepping in to help in the childcare room on occasion.

REQUIRED QUALIFICATIONS

- Two years of office management / office coordination experience.
- Genuine enthusiasm for this work and for this population of learners.
- Demonstrated ability to work both independently and as a contributing team member.
- Ability to relate effectively with people of other cultures and varying educational backgrounds.
- Able to effectively use computers and related technology (e.g., common social media accounts, Microsoft Office products, some design software, and website editing platforms)
- Excellent verbal and written communication skills; experience communicating well with a variety of populations, including individuals and groups.
- Completed (or willing to complete) required state of Minnesota ABE training and training to administer CASAS standardized tests to students.

PREFERRED QUALIFICATIONS

- Experience working with immigrants with diverse backgrounds and language skills and/or experience working in non-profits.
- Multilingual, or experience learning English as a second language.
- Experience with children (pre-elementary).

To apply, please send resumé to apply@csjstpaul.org.