



## **Office Coordinator (Middle School)**

**Reporting To:** Principal

**Position Type:** Full-Time

**Contact:** [joinourteam@ecsonline.org](mailto:joinourteam@ecsonline.org)

### **About ECS**

The mission of the Environmental Charter Schools (ECS) is to reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world. ECS is a non-profit charter management organization with four free public schools in south Los Angeles. Environmental Charter Schools create and refine engaging, project-based, environmentally-themed, arts-integrated, social-justice driven, interdisciplinary curricula and assessments.

ECS' student achievement outcomes include: ECHS Lawndale ranks in the top 2% of public high schools in the U.S. News & World Report, 100% of students graduate high school with the coursework necessary for admission to a four-year college or university, and 97% of students are admitted into a four-year college. Most of our students will be the first in their family to graduate from college.

### **The Opportunity**

Environmental Charter Schools is seeking an Office Coordinator who is passionate about serving low-income students of color.

### **Responsibilities**

- ECS is looking for an Office Coordinator to provide support in our office with communication, record keeping, filing and other areas as needed.
- Oversee, coordinate, organize and perform the day-to-day secretarial and administrative functions
- Respond to phone and in-person inquiries & requests from students, families, school staff & community members
- Manages confidential information professionally and appropriately
- Maintain filing & record-keeping systems; cumulative files, attendance records including daily and weekly reports
- Food program coordination (TITAN system, SNP, meal service on campus and Distribution, reports, etc),
- Assist with enrollment and re-Enrollment.
- Maintain high expectations for all students and a deep belief that all students can learn
- Model a personal code of ethics aligned with ECS Mission and Vision
- Other duties as assigned

### **Qualifications**

- High school diploma or equivalent, Associate degree preferred
- Bilingual preferred
- Exhibit ability to handle confidential information and materials
- Ability to work collaboratively with colleagues and administrators
- Commitment to the success of all students and the ECS mission, vision, and values

### **The Perks**

- Competitive compensation package inclusive of a generous benefits package
- Enrollment in CalSTRS



- 100% of HMO level healthcare premium costs covered by employer, and contributions towards dependent healthcare
- Employer-paid ECS life insurance
- Voluntary Benefits (Supplemental Life, Accident, Short Term Disability, etc.)
- Generous time off program includes 22 holidays, sick leave and vacation
- Support with application to loan forgiveness programs, and access to 403b Retirement Plans
- Small Learning Communities with smaller class sizes and lower student to counselor ratios
- Credentialing and Induction support
- Social and Environmental Justice Focus
- Personal growth and enrichment opportunities

**This job primarily operates on a school site and in classrooms, and utilizes typical office equipment (computers, phones, photocopiers, etc.). Physical demands include: positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend. Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).**

**Although ECS is not currently mandating that employees be fully vaccinated against Covid-19, it is possible that this will be a requirement in the future (subject to state and federal guidelines).**

***The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability. If you have any questions, please contact: Human Resource administrator at (310) 214-3408.***