

**FOUR RIVERS CHARTER PUBLIC SCHOOL  
FRONT OFFICE MANAGER  
JOB POSTING**

**Overview**

Four Rivers is seeking an outstanding candidate for Front Office Manager. The person in this position serves as the hub of the school, the front facing person that interacts with caregivers/parents, students, and visitors. This person is ideally skilled in helping manage internal communications day to day as well as incoming and outgoing information that helps a school community function. The Front Office Manager is acutely tuned into details, and also with a view of the big picture. The job requires calm organization as well as excellent customer service skills with the ability to manage multiple projects at once. The person in this role has contact with all members of the school community and develops familiarity with most aspects of the school's operations. Four Rivers is an equal opportunity employer and strives to be an anti-racist school.

**General Responsibilities**

- Organize school communications, from incoming phone calls and visitors to outgoing weekly newsletters.
- Serve as the hub for internal staff communications.
- Coordinate transportation arrangements for sports, clubs and fieldwork.
- Support head of school with posting open positions, scheduling interviews, and other parts of the recruit and hire process as needed.
- Oversee school attendance.
- Oversee school supplies for classrooms, offices, and cleaning.
- Coordinate copier and printer maintenance.
- Manage online administrative programs, including Nutrikids, PicAtime, ALMA, Google docs, MySchoolBucks.
- Track fees due from families, collect funds, create deposits for the Director of Finance & Operations, follow up on past due payments.
- Provide administrative support to administration, athletics, fieldwork, and other school operations.
- Support/backup for school breakfast and lunch tracking program.

**Qualifications**

- Experience in school operations or similar organizations.
- Evidence of interest in and understanding of the mission and program of Four Rivers Charter Public School.
- Evidence of strong organizational skills.
- Self-directed and able to manage time effectively and remain focused on priorities.
- Evidence of strong communication skills with students, colleagues and parents.
- Demonstrated ability to model a growth mindset and courage to learn.
- The energy, flexibility, and sense of adventure required to work hard as a member of a dynamic faculty and striving school community.

**TO APPLY:**

- Apply on Schoolspring to the following posting number: **4299439**.
- Application deadline: as soon as possible. Our process is rolling – we will identify finalists when we feel we have them.
- OR Send a cover letter, resume, and references to Leslie Taylor, Registrar, ltaylor@fourriverscharter.org, 248 Colrain Road, Greenfield, Massachusetts 01301, phone: 413-775-4577, fax: 413-775-4578.

Modified June 2023

- In your cover letter, please address what aspects of the posting stand out to you and briefly highlight qualifications and qualities from the list that matter to you most.

***Four Rivers Charter Public School does not discriminate on the basis of race, color, national origin, creed, religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or a foreign language, or prior academic achievement.***

For more information, visit us at [www.FourRiversCharter.org](http://www.FourRiversCharter.org). Also check out [EL Education](#), and [The Massachusetts Charter Public School Association](#).