



The **Part-Time Administrative Assistant** helps oversee SOAR Academy's school office. The Administrative Assistant is a primary point of contact within the building and is instrumental in maintaining the reception space, including communicating with students and families, setting up for meetings and events, and maintaining student records.

SOAR Academy is a Tacoma charter public school committed to providing an enriching and welcoming school community for a diverse student body from across Pierce County. At SOAR, all learners are provided with a highly rigorous, engaging and personalized education, along with the individualized supports they need to thrive within an inclusive educational setting.

#### **Job Duties:**

- Open/close the office, including the maintenance of an orderly and professional working environment.
- Respond to questions from families and visitors, both by phone and in person.
- Manage and process all general email, mail, and phone calls to and from the office.
- Make necessary arrangements for meetings and events, including scheduling rooms, purchasing refreshments, sending notices, and contacting attendees.
- Maintain all files including student records, fulfilling records requests as required.
- Develop and maintain the tracking of attendance, lunch counts, immunizations and other important school data pieces.
- Serve as a liaison for staff communication with the leadership team.

#### **Schedule:**

- Two shifts available:
  - Monday – Friday 7:45am – 1:15pm
  - Monday – Friday 11:45am – 5:15pm
- Some flexibility in schedule required for special events
- Please note that this position follows the academic school year, August – June. This position does not include work hours for the summer months when school is closed.

#### **Job Qualifications:**

- High school diploma
- Must be at least 18 years of age
- Excellent computer, organizational, writing, and communication skills.
- Ability to work as a team member.
- Previous experience in comparable position is preferred.
- Experience working with children or in a school setting is a plus.
- Ability to obtain fingerprint clearances to work in a school.

**To Apply:** Please send your resume and cover letter to [jobs@soaracademies.org](mailto:jobs@soaracademies.org).

*SOAR Academy is an equal opportunity employer and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification and provides equal access to the Boy Scouts and other designated youth group that is protected under applicable local, state or federal law.*

