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## OFFICE COORDINATOR

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### OUR MISSION

Through academic rigor, character development, and a structured learning environment, Soleil Academy Charter School ensures that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

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### THE POSITION

The Office Coordinator is entrusted with the daily operations of the front office, under general supervision of the School Operations Manager.

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### Responsibilities:

- General reception including answering phones, opening mail and greeting visitors
- Direct students coming to office for medical, behavior and other reasons.
- Assist School Operations Manager with managing and maintaining inventory of school supplies.
- Maintain accurate, complete, neat, and organized files for every student
- Create purchase orders, track shipments, and follow-up on administrative needs with vendors, including ordering, receiving, and maintaining supplies
- Coordinate school mailings; make copies; and draft, edit, and translate documents
- Support School Operations Manager in operational duties, including lunch distribution, recess, and coordinating supplies
- Follow policies and procedures for health, safety and nutrition
- Support recruitment and enrollment efforts for students
- Translate meetings
- Help coordinate special events
- Other duties assigned

### Communication:

- Work with School Operations Manager to maintain accurate attendance records and follow-up with families when students are not present at school
- Conduct community outreach and engagement
- Ensure strict confidentiality of personal student and staff records and data
- Maintain enthusiastic greetings of all school stakeholders (in person and throughout phone, email, and mail correspondence)
- Provide school stakeholders with requested information and direct communication thoughtfully and knowledgeably
- Maintain open line of communication with staff, parents and other stakeholders



Administration:

- Remain familiar with school policies, procedures, and operations
  - Complete additional responsibilities as requested by Executive Director
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THE QUALIFICATIONS

*Required:*

- Strong commitment to Soleil Academy's mission and vision
- Two or more years of customer service
- Superior organizational abilities and attention to detail
- Excellent verbal and written communication skills in English and Spanish
- Experience communicating clearly and respectfully with both adults and children
- Knowledge of office equipment and services including computers, printers, copiers, fax machines, phones, and software
- Familiarity with Microsoft Office, especially Word, Excel, and PowerPoint
- Openness to feedback and willingness to take personal responsibility
- Ability to manage several projects and demands simultaneously
- TB Clearance

Highly Preferred:

- Fluent in Spanish

Preferred:

- High School Diploma required; some college preferred
  - Experience working in urban settings
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THE APPLICATION

- For further information contact Raquel Avina, School Operations Manager, by email at [ravina@soleilacademy.org](mailto:ravina@soleilacademy.org) or phone at (323) 409-0801. To apply, click here <http://www.soleilacademy.org/join-our-team.html>.

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*Charter School acknowledges and agrees that all persons are entitled to equal employment opportunity. Charter School shall not discriminate against applicants or employees on the basis of race, color, religion, sex,*



*gender, gender expression, gender identity, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic information, military and veteran status, or any other characteristic protected by California or federal law. Equal employment opportunity shall be extended to all aspects of the employer-employee relationship, including but not limited to recruitment, selection, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall, and dismissal from employment.*

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