

Brooklyn Free School Administrative Assistant Opening

[Brooklyn Free School](#) seeks a self-motivated, detail-oriented Administrative Assistant to support the Assistant Director in the management and maintenance of the school's administration. Applicants should have excellent written and verbal communication skills, be reliable and consistent, community oriented, support our mission of education for social justice, and love to wear many hats in the workplace!

Qualifications

- General Office Experience: telephone, scheduling, typing, documentation, filing, meeting and event planning, verbal and written communication, dependability, attention to detail, supply management, professionalism, confidentiality, organization, logistical planning, and a focus on team achievement!

Position Specifics

- Part-time, 12 month position, 20 hours/week
- \$20/Hour
- Reports to Assistant Director

Position Responsibilities

- Manage Supply Ordering/Distribution
- Collaborate on School Presentation and Social Media
- Maintain General School Correspondence and Scheduling
- Maintain Office Organization and Filing
- Maintain Databases and School Documents
- Support Admissions and Enrollment Processes
- Provide General Support to BFS Families
- Meet daily with Assistant Director and staff regarding administrative needs and planning for upcoming events
- Give strategic organizing support to school committees as needed to boost effectiveness, sustainability, and efficiency
- Assist with program quality and emergency response, stepping in as needed to ensure staff and students are supported and able to thrive
- Assist Fundraising & Grants Committee with scheduling and execution of events and campaigns; Provide assistance with relationship building and community partnership growth

TO APPLY

Electronically submit a current resume, three references, and any additional information you think we should consider in evaluating you as a candidate to [hiring@brooklynfreeschool.org](mailto: hiring@brooklynfreeschool.org)

Brooklyn Free School is an equal opportunity employer.

Non-Discrimination Statement: Brooklyn Free School does not discriminate on the basis of race, color, national or ethnic origin, religion, disability, sexual orientation, or gender identification in the administration of its educational policy, scholarship and loan programs, admissions, and other school-administered programs.

Mission Statement: Brooklyn Free School's mission is education for social justice. Always advocating for young people's voices to be heard, BFS engages students and staff in democratic decision making and problem solving. We honor student choice and facilitate student-centered learning through play and exploration, constructivist teaching, collaborative coursework and self-directed student initiatives. We support social and emotional development through conflict mediation, personal reflection, diversity awareness and community responsibility. BFS works in the service of students and their families, partners with progressive educators, and embraces our larger community.