



Position: Operations Coordinator

Reports to: Director of Operations

FTE: 1.0

Exempt/Nonexempt: Nonexempt

Schedule: 40 hours

Work Year: Full year

Salary: \$40,000-\$45,000

Benefits Eligible: Yes (including paid time off, health and dental coverage, accessible by public transportation and conveniently located in Roslindale Village)

Date: September 2021

BEACON ACADEMY

Beacon Academy closes the opportunity gap for a cadre of Boston's bright and determined students. Striving for educational equity using a lens of social justice, we help our students create life changing opportunities as they build lives of purpose, community and impact. Our 10-Year Model begins with our Academy Year – a 14-month term filled with academic rigor, personal development, and exciting life experiences – followed by diverse support programs for our alumni throughout high school, college, and early careers. Not only do we prepare students for futures of curiosity and well-being, but we also stay connected with them, offering resources to promote success from their first day at Beacon into their first careers. We value our community and strive for a sense of belonging at Beacon. To achieve that, we honor each person's dignity and humanity, bring a learning mindset to our work, encourage honest and direct feedback, and look for joy even in challenging spaces. We invite you to contribute to these core values of Beacon.

JOB SUMMARY

The Operations Coordinator works to support the general operations of the Academy as directed by the Director of Operations including managing the front desk, ordering and tracking supplies, managing the student meal program and generally meeting the various needs of the Beacon community. This person will often be the first point of contact for students and visitors as they walk into the building and will be responsible for the first impression we make as Beacon. As such we need someone who is helpful and responsive to requests for assistance demonstrating a generosity of spirit and support to the Beacon community.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Greet and welcome all visitors
- Keep the front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
- Answer questions or direct to the appropriate staff member

- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Monitor office supplies and place orders when necessary
- Actively practice a strong work ethic of timeliness and dependability, personal integrity, confidentiality, and professional maturity
- Record each visitor's arrival and departure following risk management protocols as assigned; provide identifying badges as assigned
- Manage the assignment of rooms for student, alumni, volunteer, family, applicant and community events; provide necessary materials for meetings and perform general clean up post-meetings
- Manage the daily delivery and serving of student meals; support students as they help clean the eating area post-meals; note which types of meals are best eaten by students so that the meal program can evolve to meet students' needs
- In response to employee requests, manage the purchase of supplies for Beacon activities; track orders and deliveries; organize all receipts in support of the finance office
- Perform data entry work as assigned
- Other tasks as assigned

QUALIFICATIONS

- Familiarity with office machines (e.g. fax, printer etc.)
- Strong communication and people skills
- Good organizational and multitasking abilities
- Problem-solving skills
- Customer service orientation
- Experience organizing activities and processes
- Experience working with a database to track activities and finances (preferred)
- Excellent interpersonal and communication skills; ability to effectively communicate effectively with all members of the Beacon community
- Bilingual/Bicultural candidates strongly encouraged to apply
- The ability to work collaboratively with a diverse group of community members with fairness, respect, consistency and integrity
- A positive outlook, personal warmth, an excellent work ethic and a sense of humor
- Demonstrated ability to embrace and share the Academy's mission

PHYSICAL DEMANDS

- The ability to guide visitors to Academy rooms
- The ability to work using a computer intermittently
- The ability to follow ServSafe protocols for serving and organizing student meals

TO APPLY

Please send a cover letter and resume to jobs@Beaconacademy.org and in the subject line type: Operations Coordinator. Beacon Academy welcomes a diverse candidate pool, including candidates who are bilingual, because we believe a diversity of voices leads to better outcomes for everyone. Beacon Academy is an Equal Opportunity Employer.