



## **Einstein Academy - Office Admin Open**

*Einstein Academy engages students in authentic, meaningful, and reflective learning in order to foster skills, cultivate growth, and contribute to our community while integrating the universal values of Judaism.*

*We believe in learning for life, and our school was created to be a school where all children are challenged and supported to become the best version of themselves. Our philosophy focuses around four areas: for kids, for families, for the community, for today and the future.*

*We are a start-up school, having just opened our doors for students August 17, 2020 with students in kindergarten through fifth grade in small multi-age classrooms.*

We are seeking someone special to join our team to help run our operations.

Responsibilities include:

For kids

- Administer basic first aid (band-aids, acetaminophen, etc)
- Maintain records
- Supervise recess and lunch

For families

- Field phone calls and web inquiries
- Assist in the admission process
- Compile and send weekly parent communications

For the community

- Build relationships with community organizations
- Organize logistics surrounding field work
- Make basic edits to the website

For today and the future

- Order and purchase supplies
- Light bookkeeping
- Complete other basic administrative tasks

Requirements for position:

- Technologically savvy including G Suite
- Transportation and access to a car

Einstein Academy is an equal opportunity employer. This is an hourly position, and the salary is \$15/hour.

For more information about Einstein Academy, please see [EinsteinAcademyCO.org](http://EinsteinAcademyCO.org) or email [Info@EinsteinAcademyCO.org](mailto:Info@EinsteinAcademyCO.org) with any questions. To apply, please submit a resume and cover letter to [Info@EinsteinAcademyCO.org](mailto:Info@EinsteinAcademyCO.org).