

THE VILLAGE SCHOOL

3411 Willamette St
Eugene, OR 97405

JOB POSTING

Memo # 19-20-05

Date: 7/29/2017

To: All Qualified Applicants

Job Title: School Communications/Volunteer Coordinator

The Village School is a public charter school serving children in grades K-8.

Description: The Village School seeks a 1.0 FTE School Communications/Volunteer Coordinator working 223 days, beginning immediately. This position includes management of school communications and public relations, coordination of parent volunteers and festivals, daily attendance entry, student discipline and health services, administrative liaison with parent body and faculty, front desk reception, and clerical/administrative duties.

Qualifications:

- Two years progressive administrative responsibilities
- Demonstrated excellent verbal and written communication skills
- Experience with student behavior management
- Proficiency in computer programs, including databases, Microsoft Office, and newsletter / brochure writing programs
- Ability to manage multiple tasks and stay calm, focused, and organized
- Demonstrated attention to detail
- Experience with multi-line phones and office equipment
- Ability to work in a collaborative environment
- Experience working with children, families, and diverse communities
- Fingerprint Background check required
- Current CPR Training preferred
- Bilingual/Spanish preferred
- Ability to lift and carry 30 pounds.

Starting Pay Rate: \$ 15.96 to \$17.87 hourly depending on experience. Annual hourly rate increases beyond starting range annually by 3%. Benefits include health and disability insurance, PERS and defined contribution pension, healthy lunch and wellness program.

If interested, send a cover letter, a completed Village School application, and three letters of recommendation to: village@4j.lane.edu **OR** The Village School, Attn: HR Committee 3411 Willamette St., Eugene, OR 97405

Closing Date: **Open Until Closed**

The Village School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability. The Village School is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans with Disabilities Act.