



Summer Office Manager Position Description

HIRE DATE: Summer 2017

Breakthrough Austin seeks talented and enthusiastic summer office managers who will provide full-time coverage for busy summer schools at two Breakthrough summer sites in Manor ISD and Del Valle ISD. Summer office manager positions are temporary and full-time.

Breakthrough provides a path from middle school through college for students who will become first-generation college graduates. Founded in 2001, Breakthrough Austin annually admits 120 rising 7th graders to the Austin program and 100 rising 6th graders to the Manor & Del Valle program and makes a long-term commitment to their success in school. The program includes summer sessions, school year support and advocacy, and comprehensive college counseling.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Manage Breakthrough's busy summer school office (greeting visitors, answering/routing phone calls, etc.)
- Support students and families
- Provide additional academic coaching as needed to students
- Coach and supervise student and adult volunteers
- Enter information into a database and prepare reports
- Coordinate and complete clerical tasks (word processing, filing, organizing materials, etc.)
- Manage daily attendance and communication with families
- Support student fieldtrips
- Communicate well verbally and in writing with parents, students, teachers and volunteers
- Solve routine problems
- Support special projects/events as needed
- Assist in some school year planning and preparation
- Act as Development team liaison
- Work under the direction and supervision of the Director of Operations and Summer Directors

QUALIFICATIONS

- Spanish bilingual mandatory
- Ability to work with and motivate a broad spectrum of people (ethnic, socioeconomic, educational, professional, and generational); ability to advocate effectively while maintaining positive working relationships
- Ability to work both collaboratively as part of a team effort and independently with minimal supervision
- Willingness and ability to take initiative as appropriate
- Strong commitment to the mission and values of the organization
- Excellent verbal, written and visual communication skills
- Excellent customer service skills
- Ability to absorb new information quickly
- Highly organized with the ability to multi-task and deliver commitments in a timely manner
- Talent for generating sensible, practical solutions to problems
- Disciplined, strong work ethic
- Strong desire to learn and grow professionally
- Savvy with technology and expertise in MS Word, PowerPoint, and Excel
- Current student or Bachelors' degree from an accredited four-year university

HOURS, LOCATION, & COMPENSATION

- Breakthrough is a fast-paced, needs-responsive environment.
- May 1st to August 4th, 7:30am-4:30pm
- Internship includes a negotiable stipend

TO APPLY: Please submit resume, a cover letter describing your interest and qualifications for the position, salary requirements, and a list of three references via e-mail to openings@breakthroughaustin.org.