



Summer Office Manager Position Description

START DATE: June 3rd, 2019

Breakthrough Central Texas seeks talented and enthusiastic summer office managers who will provide full-time coverage for busy summer schools at three Breakthrough summer sites in Austin, 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 160 rising 6th graders to the Manor & Del Valle programs 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

HOURS, LOCATION, & COMPENSATION

- Breakthrough is a fast-paced, needs-responsive environment.
- A Manor Independent School District Middle School; 8:30am-2:30pm
- June 3, 4, 5, 10, 11, 12, 17-28; July 8-31; August 1, 2 (36 days)
- \$2500 + depending on experience

Breakthrough Central Texas does not discriminate on the basis of race, creed, color, national origin, ability, sex, gender identity, gender expression, secular preference, sexual orientation, marital status, age, political affiliation or religion, in accordance with the non-discrimination requirements of applicable statutes.