

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Administrative Assistant to the Director, Center for Community Values and Action (CCVA)

The Administrative Assistant position is a full-time 10-month support staff position reporting to the Director of the CCVA. The CCVA is an ethics and service-learning program with a strong ethos of collaboration. Applicants should be prepared to provide administrative and clerical support to the Director as well as the other Faculty/Staff of the Center. Such support includes the maintenance and coordination of calendars, schedules, appointments, files, records, reports, meetings, and agendas. Applicant will also be responsible for timely preparation of student records for report cards and other reports. Frequent contact with parents, students, faculty, growing list of community partners, and visitors, will require maturity, discretion, and good judgment. Participation in after-school service-learning activities (until approx. 6:00 pm) on some afternoons is required. Work hours will be adjusted accordingly.

Experience in website management and ability to maintain a Squarespace-based website strongly preferred. General computer literacy, including Microsoft Office, Administrator's Plus, and First Class, are essential. Must be detail oriented and well-organized and have excellent communication and telephone skills. Must be able to work independently and seek input or guidance as needed.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 304 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2018, the School enrolls 1,786 students representing 148 zip codes, with 40% self-identified students of color. For 2018-19, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$100 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should send resume and cover letter to:
employment@horacemann.org