

Office Administrator, Sudbury Extended Day

About us:

We are looking for a flexible, detail-oriented office administrator to join our team! Since 1984, Sudbury Extended Day (SED) has been the exclusive before and after-school childcare program caring K-8 children at 6 Sudbury locations. A not-for-profit organization, SED's mission is to provide safe and enriching before and after school programming for the development and support of Sudbury Public School students. While not part of the Sudbury Public School system (SPS), SED works in partnership with SPS to secure dedicated program space so that students may experience additional growth through our play-based program. SED believes in a strong, collaborative culture that is designed to foster the growth of each child in our care. With an average teacher tenure of 13 years, SED provides a true community within Sudbury, fostering strong relationships with students and families.

Responsibilities:

Sudbury Extended Day is seeking a positive, experienced office administrator to join our growing organization. This is a full-time, 12-month salaried position with a competitive benefits package.

Essential Responsibilities:

- Reports to the Sudbury Extended Day Executive Director and Program Director
- Participates in BOD meetings as recording secretary
- Manages administrative aspects of annual enrollment in collaboration with the Business Manager and Program Director
- Supports Program Director with management of Holiday and Vacation programs
- Available to work as a substitute every afternoon during the 180-day program year when required
- Performs general administrative duties to ensure the office runs efficiently, including but not limited to: answering phones, printing, filing, processing mail, ordering supplies, staff event and training support

Qualifications

- Minimum three years administrative experience required
- Team player with excellent written and verbal skills, plus a strong attention to detail
- Computer skills: strong MS Office experience and ability to quickly learn other software applications
- Good interpersonal and organizational skills
- Understands and respects the need for confidentiality as it relates to the organization
- Flexible in a fast-paced environment
- CORI clearance, fingerprinting and full background check required.

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