

The Jewish Community Center of the Lehigh Valley  
702 North 22<sup>nd</sup> Street  
Allentown, PA 18104

## **Early Childhood Department Office Manager**

Position Title: Office Manager  
Supervisor: Early Childhood Director  
Department: ECE  
Professional Staff Status: Exempt

### **Position Summary:**

The ECE Office Manager is the liaison between parents and our program. The candidate must be comfortable using a computer, detail oriented, patient and enjoy working with adults and children.

### **Essential Job Functions:**

- Maintain all children's files
- Answer parent questions
- Inventory materials and supplies and place orders when necessary
- Send out information to parents when necessary
- Handle routine phone calls
- Serves as administrative support to ECE staff
- Provide student schedules and pertinent information to teachers
- Distribute snacks
- Place milk and challah orders
- Collect and compile monthly paperwork from teachers
- Collect and submit monthly CCIS billing
- General office duties
- Create a warm and welcoming environment for families.
- May include some limited classroom time
- Arrange for substitutes
- Monthly staff meeting (not every month)
- Follow all center policies and procedures, professional manner

### **Job Qualifications:**

- Minimum of a high school diploma w/ Early childhood background is a plus
- Office experience required
- Excellent communication skills
- Good computer skills and knowledge of Microsoft Office