



St. Timothy's School, an Episcopal school in Raleigh, NC, with 570+ students in grades pre-K to 8, is seeking an **Administrative Coordinator for Operations**. This is a full-time, 12-month position with a projected start date on or before July 1, 2024.

Responsibilities

- **Supporting HR and School Personnel Functions:** Work with relevant administrators to ensure seamless onboarding for new employees, including timely completion of required paperwork and background checks, receipt of school-issued items, and account setup and system access. Support Finance Office with new hire reporting, health insurance enrollments, COBRA management, I9, W4, and NC4 submission. Work with Administrative Coordinator for Academics and Finance Office to manage all substitute teacher reporting in school's Frontline absence management system and substitute payroll reports.
- **Coordinating Handbooks, Drills, and Safety Protocols:** Maintain and post/publish the Faculty and Staff Handbook and Family Handbook, coordinate fire, tornado, and lockdown drills, distribute emergency contact lists, emergency procedures documentation, drill and evacuation protocols, and ensure they are kept up-to-date.
- **Managing Main Office, Conference Room, and Teacher Breakrooms:** Provide support and supervision for Main Office Assistant, including answering phone calls, assisting with deliveries and student/visitor check-in/check-out, and covering the front desk. Manage accounts for office equipment, including Pitney Bowes (mailing systems) and Coeco (copiers). Ensure teacher break rooms and conference room are tidy and well-stocked with supplies.
- **Coordinating Supply Ordering:** Order all school office supplies, coordinate classroom supply orders with teachers, and manage sorting, check-in, and inventorying of all new supply and furniture orders. Liaise with other administrators and vendors to coordinate furniture and equipment orders and deliveries. Manage supply budgets, maintaining purchase orders and the school credit card, tracking purchases, establishing vendor accounts, and coordinating with Finance Office.
- **Managing Annual Faculty/Staff Back-to-School Process/Procedures:** Work with Main Office Assistant to create all labels, folders, notebooks and related items needed for classes every August. Coordinate room reservations, meals/catering, set-up and cleanup for back-to-school retreats and workdays.
- **Providing General Logistics and School Day Operational Support:** Manage employee parking and coordinate special event parking with Six Forks neighbors, liaise with Kane Public Safety for daily crossing guard, and coordinate school closures and special events schedules with facilities, IT Department, Church, and others for parking, door unlock schedules, custodial needs, deliveries, etc. Organize and schedule various administrative team meetings throughout the year, creating agendas, sending calendar invitations, and maintaining notes. Assist with planning, organizing, and facilitating annual school picture days. Serve as Land's End liaison, updating uniform offerings each year, answering parent uniform questions, and ordering uniforms, when needed (for exchange students, for example). Support Finance Office with weekly accounts payable processing.

Qualifications:

First and foremost, any St. Timothy's School employee must fully embrace every aspect of our [core values](#) shaped by our Episcopal School identity. She/he should be committed to our St. Timothy's School Mission: *St. Timothy's Episcopal School is a nurturing community of academic excellence that instills the knowledge, skills, and values for a life of purpose.*

A postsecondary degree in a relevant field is required. Previous experience performing managerial, clerical, personnel, and/or purchasing duties in an office environment is strongly preferred. Candidates should possess an excellent work ethic, exceptional flexibility, and strong interpersonal skills. They should be highly collaborative, eager to learn, capable of independent problem solving, respectful of all in a community with diverse perspectives, and possess a good sense of humor.

Ready to apply?

Please submit a completed employment application (available at www.sttimothys.org/employment) to Anna Baird (abaird@sttimothys.org).

St. Timothy's School welcomes inquiries from all qualified applicants for employment and does not discriminate against any persons in violation of applicable local, state or federal laws.