



Administrative Coordinator

Part-time, 25 - 35 hours per week, 44 weeks per year

Compensation: \$25 - 32 DOE

Reports to: Development Director

Position Summary

The Administrative Coordinator is a central operational role responsible for financial administration, enrollment systems, program logistics, staff support, and family communication. This position ensures the smooth day-to-day functioning of the school by managing core administrative systems, maintaining accurate records, and serving as a key point of contact for families, staff, and partners. Onsite presence is required.

Key Responsibilities

Financial & Administrative Management

- Support fiscal year rollover and monthly reconciliation in coordination with the bookkeeper and leadership
- Enter and manage expenses, deposits, invoices, and payroll data in QuickBooks
- Track tuition, extended day, aftercare, and program billing; monitor and resolve outstanding balances
- Set up and manage recurring tuition and aftercare payments
- Process reimbursements, stipends, and contractor documentation
- Track classroom budgets and program spending
- Track and report on grant expenditures as needed
- Maintain subscriptions, contracts, and vendor payments with operations staff
- Support contract negotiation for venues and performances
- Run payroll through Gusto

Program & Enrollment Administration

- Manage student files and digital records
- Maintain enrollment documentation, registration forms, and online systems
- Track enrollment changes, waitlists, and prospective family inquiries
- Coordinate tour schedules and communicate with new and potential families
- Manage immunization records and compliance reporting
- Create and maintain school-wide calendars and online family calendars
- Maintain aftercare schedules, registration, invoicing, and rosters
- Support Play Week, alumni events, open houses, and special programs

Summer & Extended Programming Support

- Support planning and administration of summer camps and summer primary programs
- Create program flyers and manage online registration
- Maintain rosters, invoicing, and teacher stipend payments
- Prepare emergency documentation packets for program staff
- Support enrollment for non-Five Acre participants

Staff & Operations Support

- Purchase supplies, curricular materials, and program needs
- Support field trip logistics and permission processes
- Coordinate volunteer background checks and sign-ups
- Provide office coverage during emergencies, absences, or peak periods
- Support Directors with operational and logistical needs

Family Communication & Community Engagement

- Manage and organize the main office email inbox
- Respond to day-to-day family inquiries and attendance communications when onsite
- Assemble and distribute the monthly school newsletter
- Maintain email distribution lists and family rosters
- Create and distribute event posters and school communications
- Support annual handbook updates
- Generate tax letters for families upon request

Front Office Presence

- Serve as the initial point of contact for the school - answer the phone, emails, direct visitors, etc
- Basic student caretaking when needed
- Facility stewardship during the school day

Qualifications & Skills

- Strong organizational and time-management skills
- Experience with QuickBooks or similar accounting software
- Comfort managing multiple systems, deadlines, and priorities
- Strong written and verbal communication skills
- High attention to detail and confidentiality
- Proficiency with Google Workspace and online form tools
- Experience in a school or nonprofit environment preferred
- Gusto or other payroll system knowledge
- A commitment to delivering outstanding customer service



- Must have or be willing to obtain First Aid/CPR certification

Work Environment

- Collaborative, mission-driven school setting
- Mix of independent and team-based work
- Onsite presence required