



**CATHEDRAL**  
7-12 HIGH SCHOOL • BOSTON

**Job Title:** Office Manager

**Reports to:** Principal

**Position:** Full-time

**Job Overview:**

The Office Manager will organize and coordinate office administration and procedures to ensure organizational effectiveness and efficiency. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative processes, inventory control, welcoming guests at the main office and assisting with the management of our school's Blackbaud System.

The successful office manager is an energetic professional who doesn't mind wearing multiple hats—experienced in handling a wide range of administrative duties and executive support-related tasks and can work independently with little minimal supervision, well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

Essential Job Functions:

- As School registrar, maintains student registration and legal forms
- Assigns the scheduling and coordination of school-wide activities and events
- Collaborates with administration in the creation and distribution of the schoolwide calendar •Coordinates mailings, email announcements, and school communications
- Organizes, maintains and helps manage essential files and school records
- Assists facility manager with vendor communication
- Assists with Management of Cathedral's Blackbaud K-12 system
- Creates, manages, and posts weekly Newsletter/Announcements
- Responds to website and email queries and telephone calls
- Orders textbooks, general school supplies, and event supplies
- Manages use and maintenance of office equipment (photocopy machine, printers, fax machine) •Manages school-wide emergency and non-emergency communications
- Maintains strict confidentiality relative to students, families, and School employee information
- May perform other duties as assigned
- Job Requirements:
- 2-4 years of previous office management, administrative, or assistant experience
- Excellent time management skills and ability to multitask and prioritize work



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- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Office
- Familiar with information technology administrative practices and desktop data processing procedures
- Knowledge of clerical practices and procedures
- Computer skills

**To apply, please submit a cover letter and resume to Portia Kelley at [pkelley@cathedralhighschool.net](mailto:pkelley@cathedralhighschool.net).**