

Mindful Schools

Office Manager Position Opening – Mindful Schools – 1944 Embarcadero, Oakland, CA \$20/hour – 20 hours/week

Mindful Schools is looking for someone to take on a part-time office manager role, with the goal of helping the Mindful Schools run smoothly as our small organization grows. This position will require flexibility, as the workload is likely to vary from week to week. Over time, the role may grow into a full-time position as its value is demonstrated. Candidates should have strong organizational skills, careful attention to detail, strong computer literacy, and good communication skills. Candidates do not already have to be familiar with all job responsibilities – we will train the candidate in unfamiliar areas.

If you are interested and feel you would be qualified, please email a resume (and optionally, a cover letter) to hire@mindfulschools.org with subject line “Office Manager Application”.

Sample Job Responsibilities

- Human Resources
 - Distribute and collect contractor and employee:
 - Contracts/hire packets
 - Benefits
 - Other required paperwork
- Assist with Special Event Coordination (fundraisers, team gatherings, etc...)
- Bookkeeping
 - Accounts payable
 - Accounts receivable
 - Payroll
- General Office Management
 - Filing
 - Data entry
 - Mailings
 - Preparing documents

Preferred Skills and Experience

- Self-starting: highly motivated, fast-learning, and productive with minimal guidance
- Strong organizational and problem solving skills, with careful attention to detail
- Ability to work and communicate well in a team
- Interest in learning new skills
- Strong computer literacy (Word, Excel, and PowerPoint)
- QuickBooks knowledge a plus
- Prior experience in office management a plus

About Mindful Schools

Since 2007, Mindful Schools has brought a 5-week program to over 10,000 children in 38 Bay Area schools, and trained over 1,200 adults in mindfulness. Dramatic results include increased attention, enhanced impulse control, and less stress, leading to happier students and educators by addressing social-emotional and academic needs. Learn more at www.mindfulschools.org.