



## Front Desk Receptionist

### About Educare DC

Educare DC is an early childhood education program that strives to give vulnerable children the skills necessary for success in Kindergarten and beyond. Educare DC is a NAEYC-accredited Head Start program that serves 424 children from birth to age five in a full-day, full-year school. Our school is part of the Educare Learning Network (ELN), made up of 25 high-quality early childhood schools across the country. Our school's model emphasizes data utilization, high-quality teaching practices, embedded professional development, and intensive family engagement.

### Why Educare DC

- Join a strong team that is passionate about our children and values each person's unique contributions
- Provide high-quality and individualized early learning to the families who need it most
- Learn and grow through personalized coaching and mentorship
- Lead in our state-of-the-art facilities that are custom-built for young children and families and takes a nimble approach to virtual programming

### Job Responsibilities

- Welcome families, visitors, and partners.
- Maintain security by following Educare DC procedures; monitoring logbooks, issuing visitor badges, and notifying appropriate staff members when visitors arrive.
- Receive, screen, and direct all incoming calls in a professional manner.
- Respond to inquiries and requests for information in relation to the program and/or community.
- Maintain and update all front desk binders and logs.
- Under the direction of the Administrative Manager, receive and sort daily mail, packages and deliveries ensuring all are received in a timely manner and stored properly.
- Maintain and monitor office supplies at the front desk.
- Assists in meeting preparation, mailing and communication on behalf of the school and/or managers.
- Assist Educare Leadership team with calendar management: importing all important school calendar dates and holidays into Microsoft Office calendar.
- Assist with inventory, unpacking and organizing school/office supplies.
- Proactively assist Family Engagement with updating resources flyers and announcements
- Produce/design notices for the Parent Resource area or other communication as directed by the Site Manager and/or IDEA Leadership Team
- Enforce all policies and code of conduct for the parent resource area
- Performs other duties as assigned within the scope of the job description.

### Qualifications

We seek candidates who are results-oriented and have the ability and willingness to work in a program located in a high-risk, low income community. You should have:

- High School or 2 years of comparable experience.
- 1 year of relevant experience
- Experience in an early childhood or school environment preferred.
- Proficient with computer applications - understanding of Microsoft Outlook, word processing (Microsoft Word), and ability to learn and master other computer technology /software programs as needed. Good command of Internet usage and experience using general business office equipment.

The salary range is \$33,500 - \$38,000, commensurate with experience. Educare DC offers a competitive benefits package that includes medical, dental and vision insurance, retirement accounts with company match, paid leave, and more. Educare DC is proud to be an equal opportunity employer. Diverse candidates are encouraged to apply.

### How to apply

Submit your resume via email to [jobs@educaredc.org](mailto:jobs@educaredc.org) or by mail to Attn: Educare DC 640 Anacostia Ave., NE, Washington, DC 20019

For additional information on Educare DC and Educare schools, please visit [www.educaredc.org](http://www.educaredc.org) and [www.educareschools.org](http://www.educareschools.org).