



Position Title: PT Administrative Support Staff Member (Temporary)
Department: Camden Forward School
Reports To: CFS Principal
Salary Range: \$22/hr (20 hours/week for 14 weeks) + PT Total Reward Benefits Package

Position Summary

The candidate will serve as a vital link between families, faculty, and school leadership. This position is responsible for fostering positive parental relationships, managing tuition and financial communications, supporting school operations, coordinating communications and events, and providing administrative and instructional support to ensure the smooth daily functioning of the school. The candidate is expected to uphold and support the mission of The CamdenForward School by fostering an environment rich in love, hope, structure, order, and competence, leading to students' academic achievement and spiritual growth.

Essential Job Functions

Parent and Family Engagement

- Serve as the primary liaison between parents and the school by responding to questions and concerns regarding tuition, transportation, EBT benefits, school events, enrollment, and required forms.
- Promote positive relationships between families and school staff to ensure effective communication and parent engagement.
- Assist families in navigating school procedures and accessing available resources and services.

School Communications

- Develop, prepare, and distribute the school's monthly newsletter.
- Coordinate with Administration to assist in preparing and distributing announcements and notices.
- Assist in promoting school programs, activities, and special events.

Administrative Support

- Provide coverage for the administrative office during staff absences and lunch periods.
- Assist with general office operations and administrative tasks to ensure continuity of services.
- Maintain accurate records and prepare reports for school leadership as requested.

Teacher and Classroom Support

- Provide support to teachers in various capacities, including making copies and instructional materials.
- Chaperone school trips and activities.
- Provide classroom coverage to allow brief breaks to call parents, use bathroom, etc.
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Tuition Management and Financial Responsibilities

- Manage and monitor the school's tuition program.
- Prepare and distribute monthly tuition invoices and statements to families.
- Collect tuition payments and follow up on delinquent accounts.



- Maintain accurate tuition records and provide regular financial reports to parents and school leadership.
- Communicate payment plans and assist families in resolving outstanding balances in accordance with school policies.

Policy Enforcement

- Assist in enforcing school policies related to tuition, attendance, and student uniforms.
- Communicate policy expectations to families and address concerns in a professional and consistent manner.

Purchasing and Inventory

- Oversee the purchasing and inventory management of school supplies, including paper, water, office supplies, and other operational necessities.
- Monitor supply levels and coordinate orders to ensure uninterrupted school operations.

Events and Fundraising

- Assist in planning, coordinating, and implementing fundraising initiatives and special events for both UrbanPromise Ministries (UPM) and The CamdenForward School (CFS).
- Work collaboratively with the CFS team to continuously improve organizational effectiveness and department initiatives.
- Provide logistical and operational support for school-wide programs and community events.

Other Duties

- Perform other duties as assigned by school leadership in support of the mission and goals of The CamdenForward School, but not limited to: Assist in fundraising, and running both UPM and CFS special events and works closely with the CFS Team to continuously improve department-organization efforts.
- Adhere to all UPM employee policies and performance management process.

Position Requirements:**Education:**

- Associate's degree required; Bachelor's degree preferred.

Experience:

- Previous experience in school administration, family engagement, office management, or related field preferred.

Required Skills:

- Strong organizational, interpersonal, and communication skills.
- Proficiency in Microsoft Office Suite and other educational management systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to manage multiple priorities and work collaboratively with staff, students, and families.



Physical Requirements

- Ability to sit, stand, walk, bend, and lift materials up to 25 pounds as necessary.
- Ability to attend school events and activities outside of regular school hours as required.

Total Rewards Package:

At UrbanPromise, we believe in honoring the incredible work of our team by offering a robust and competitive Total Rewards Benefits Package that supports your health, financial stability, professional growth, and overall well-being. Employees are eligible to have a 401(k)-retirement plan with employer match and are eligible for an impressive suite of ancillary benefits that reflect our commitment to care and sustainability. We invite passionate professionals to apply—not just for the role, but for a workplace that invests in your future and values your contributions every step of the way.

UrbanPromise Total Rewards comprehensive benefits package includes:

- Ministry Observed Holidays (Family Care Week and Christmas Week)
- Employee Assistance Program (EAP) for mental health, counseling, and wellness
- 401(k) Retirement Plan with employer match for eligible employees (20hrs/week or more)
- Plum benefits entertainment and travel discount program
- Financial Literacy Support and credit union access
- Staff Care Emergency Fund
- Employee Celebrations and recognition programs
- Professional Development support, plus, there are many other benefits that support your personal and professional growth
- Voluntary Benefits (LegalShield & Identity Theft Protection, Aflac, AAA...and much more)
- ZayZoon (Earned wage access)

Join a team that celebrates its people as much as its mission. If you're excited by this opportunity, we'd love to see your application and welcome you to one of the best places to work.

****Equal Opportunity Statement**

UrbanPromise is committed to nurturing a workplace where every staff member, youth, family, volunteer, and donor feel welcomed, valued, and engaged in our mission regardless of background. Our commitment to equal employment opportunities ensures that all employees and applicants receive fair treatment. We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws. UrbanPromise believes in fostering a diverse and respectful work environment where everyone can thrive. We are dedicated to upholding these principles in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We ensure that all employment decisions are based on qualifications, merit, and business needs.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Director of Human Resources, Brian Mackey bmackey@urbanpromiseusa.org