

DISCOVERY OF *Learning*

come grow with us!

Administrative Assistant

Discovery of Learning is a secular, multi-age enrichment program designed for students **TK-High School**. Our educational approach is child-centered, developmental, project-based, and hands-on. The **DOL team** works closely with families to create a sense of community and involvement. We work with multiple Charter Schools serving the **homeschool/alternative education community**, in addition to families who choose to homeschool privately. **DOL serves Orange County (Tustin and Yorba Linda), Riverside County (Beaumont, Indio, Palm Desert and Riverside), San Bernardino County (Ontario), San Diego County and Tulare County (Visalia) and growing!**

Position Available: Part Time – Approximately 15 hours per week

Typical Hours: A minimum of one day/week at office, telecommuting possible for other assigned work. Schedule to be determined upon hire.

Current Openings In: Fullerton Admin Office

Compensation and Benefits: \$20/Hour

The Administrative Assistant will play a vital role of the DOL team, working closely with the administration team, having the ability to

- Produce high quality work, completing tasks accurately and efficiently
- Has strong computer and internet research skills
- Displays excellent work habits of dependability, initiative, professionalism, organization and flexibility
- Upholds a strict level of confidentiality
- Can work well with others and utilize sound decision making skills in a fast paced environment
- Manages tasks supporting multiple departments with attention to detail, seeing the big picture and setting goals accordingly
- Uses effective communication with staff and administration both verbally and in writing
- Represents DOL professionally with all levels of staff, enrolled families, and outside charter schools and vendors with excellent customer service skills
- Suggests more efficient ways to run the office and trouble shoots malfunctions

The Administrative Assistant will provide **general administrative office** assistance with digital and hard copy filing

- printing
- organizing
- ordering office and project/event supplies
- monitoring multiple email accounts for the senior administration team
- coordinating projects and developing schedules, agendas and project materials
- setting meetings, appointments, and travel itineraries
- maintaining multiple program and administrative team calendars
- at times compiling and presenting information on a variety of topics

The Administrative Assistant will provide **support to the accounting, human resources and marketing departments** by completing administrative tasks

- fielding general questions via telephone, email or in-person and providing information or directing appropriately
- maintaining, collecting and following up on new hire paperwork and maintaining files
- tracking and reporting employee attendance and time off
- assisting with payroll preparations bi-monthly
- providing assistance with general marketing tasks
- occasional event coordinating
- flier creation
- social media posting
- updating website calendar

Additional responsibilities will be discussed through the interview process

REQUIREMENTS FOR APPLYING TO DOL

For consideration please send the following to careers@discoveryoflearning.com:

- Letter of Introduction and Resume, reflecting a minimum of one year of administrative duties
- Copy of Transcript, if applicable

Please also plan to:

- Review of Discovery of Learning Website at www.discoveryoflearning.net
- Participate in phone screenings and in-person interviews
- Pass comprehensive background check, hold current TB clearance

To Contact DOL please
Call: 888.625.2012
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