



COMPEL ACADEMY

Early Childhood Learning

Administrative Assistant

Location: Compel Academy

Status: Full-Time

Overview:

Compel Academy is seeking a detail-oriented, friendly, and highly organized Administrative Assistant to support the daily operations of our faith-based preschool. This role is key to creating a welcoming environment for families, supporting our staff, and ensuring smooth and efficient office management.

Key Responsibilities:

- Greet and assist families, staff, and visitors in a warm and professional manner
- Manage phone calls, emails, and general inquiries
- Maintain student and staff records, ensuring confidentiality and compliance with licensing regulations
- Support enrollment and registration processes
- Maintain attendance and health records, including documentation for licensing and reporting
- Assist with billing, tuition tracking, and communication with families regarding payments
- Coordinate schedules, calendars, and communication for staff and administration
- Order and organize supplies and office materials
- Support event planning, classroom needs, and other duties as assigned
- Uphold the values and mission of Compel Academy in all interactions

Qualifications:

- High school diploma or equivalent required

- Experience in office administration; experience in a school or early childhood setting a plus
- Strong organizational, time management, and communication skills
- Proficiency with Microsoft Office, Google Workspace, and general office technology
- Ability to multitask in a fast-paced, child-centered environment
- Warm, welcoming presence with a heart for serving families and children
- Alignment with the mission and values of Compel Academy

Compensation & Benefits:

- Competitive hourly rate or salary based on experience
- Professional development opportunities
- Supportive, mission-driven team environment