

The Atlanta Speech School

Receptionist/Office Assistant

Start Date: June 2023

The Atlanta Speech School has evolved over its 85 years into the nation's most comprehensive center for language and literacy – earning a rising national reputation as the educational equivalent of a teaching hospital. The School attracts a staff of the most gifted and committed teaching professionals who apply the research of the nation's leading brain development and educational experts to achieve transformational language and literacy outcomes for children through its four school divisions, five clinical programs, and Rollins Center for Language & Literacy professional development program. The School has never turned away a child in need of services based on his or her family's financial circumstances. All of the School's efforts are interrelated and intentional, creating a circle of impact that is continually refined and strengthened across all programs. Our mission is to help each person develop their full potential through language and literacy.

Please visit our website for further information: www.atlantaspeechschool.org.

The Atlanta Speech School is currently seeking an exceptional and dependable Receptionist/Office Assistant. This position is 30 hours per week. Work hours are ***Monday-Friday 12:00 - 6:00 pm***. The successful candidate must possess exceptional communication skills. They must be reliable, dependable, self-motivated and have the ability to multi-task in a fast-paced environment. The candidate must be responsive to the needs of students, families, and staff of the School and represent the School to the community and public. All work is accomplished in the context of reflecting the highest standards in advancing the mission, values, and principles of the Atlanta Speech School.

Essential duties and responsibilities:

- Engage students, parents, staff, friends, volunteers, funders, and other constituencies, as it relates to matters of the School
- Promptly, accurately, professionally and courteously assist with calls and inquiries
- Assure all cameras, phones, and doors are in operating order and locked to maintain a safe environment
- Assist with general administrative duties as needed
- Maintain a positive team-player approach
- Provide support for miscellaneous requests and services with a “can do” attitude and philosophy

Qualifications and Requirements:

- Ability to effectively communicate and demonstrate the mission and values of the School in all interactions
- Strong work ethic with the ability to work independently
- Proven problem solving skills

- Effective verbal and written communication skills
- Experience operating a multi-line phone system a plus
- Excellent computer skills including Microsoft Word, Excel and Outlook
- High School Diploma or equivalent
- Minimum of 3 years professional level work experience
- Willingness and ability to learn new skills

SALARY: Salary is commensurate with experience.

TO APPLY: Please provide a cover letter, resume and writing sample describing why your background and experience would be good fit for this position.

CONTACT:

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Director of Human Resources

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Please, no phone inquiries