



O'BRIEN SCHOOL FOR THE MAASAI

O'BRIEN SCHOOL FOR THE MAASAI OFFICE MANAGER JOB DESCRIPTION

Founded by Kellie O'Brien and her family in 2006, the O'Brien School for the Maasai is a primary school with a current enrollment of 350 students from kindergarten to grade seven. The school also employs 35 Tanzanians. Located in the Maasai village of Sanya Station, in the Kilimanjaro Region of Tanzania, the school is near the Kilimanjaro International Airport and between Moshi and Arusha.

Summary of the Position:

The Office Manager will serve as the assistant leader of the school. He or she will help manage employees, oversee the school's daily operations, and assist with office work. Along with the school's director, the office manager is responsible for the effective and efficient implementation of all projects at the school and oversees all who are working on those projects. The Office Manager is the second-in-command at the school and replaces the Director in cases where the Director is not on the school grounds.

Responsibilities will include, but are not limited to:

- Will serve as the assistant administrator of the school.
- Will primarily spend time working in the office and completing tasks delegated to him/her by the Director.
- Will follow any directions given by the American Board of Directors.
- Will make all staff, students, parents, community members, callers, visitors, and guests feel welcome at the school and assist them with various tasks as necessary.
- Will assist with general office work – i.e. filing, making photocopies, updating databases, and other various paperwork.
 - Must maintain strict confidentiality for all records, files, reports, etc.
- Will help maintain office organization and cleanliness.
- Will communicate with the American Board of Directors and provide them with a weekly update of accomplishments along with problems. Will send emails immediately when there are major issues.
- May assist the Director in brainstorming solutions to difficult situations as they arise.
- Along with Director, will monitor performance of all staff and check in to ensure they have completed the work assigned to them.
- May record employee attendance on a daily basis.

- Along with teachers and Director, should supervise students during recess times and ensure students are following all school rules.
- May help the Director with student discipline issues.
- May be responsible for assisting with contracting and supervision of construction projects, when appropriate.
- May give tours of the school property to visitors.
- May administer First Aid to students.
- May distribute school supplies to teachers as requests are made.
- May assist with grounds issues. This could include supervision of the garden, chickens, dogs, and general maintenance of things such as fencing.
- May be responsible for keeping the school's website up to date with upcoming events and photos of students, staff, special projects, and events.
- May help with social media – i.e. updates to Facebook page, posting pictures to Facebook page, and coming up with newsletter stories and pictures.
- May help manage jewelry projects. This includes sorting materials, coming up with project ideas, supervising the work while it is in progress, and paying the women who make the jewelry.
- May assist Director with planning for special events such as O'Brien Day, graduation, activities during school closing week, and student excursions.
- Will maintain/update general daily & monthly task lists for ease in training successor.

Qualifications:

- Commitment to service.
- Ability to engage children, faculty, and volunteers.
- Ability to live in a remote area.
- Commitment to working in the field of education and/or non-profit organizations.
- Strong team-building skills.
- Strong interpersonal skills.
- Flexibility and adaptability.
- Experience in the education field is helpful.
- Experience working or volunteering abroad is helpful.
- Basic knowledge of Swahili is advised.

Benefits:

- Monthly stipend – to be negotiated with American Board of Directors.
- Room and Board at the O'Brien School for the Maasai
 - Includes breakfast and lunch Monday through Friday
- Wi-Fi available at the school.
- Allowed to travel during part of the school vacations – April, June, September, and December.
 - Must gain approval from American Board of Directors for the length of your travel & the location of your travel destination.

Hours and Commitment:

- Position would officially begin July 1, 2018, but training for the position would commence in June 2018 (specific date could be negotiated).
- 7:30 AM – 4:00 PM Monday through Friday while school is in session.

- Must be available, with prior notice, for special school events.
- Must live at the school every week (from Sunday night until Friday at 4:00 PM) but is free to leave the school after work on Friday for the weekend.
- Commitment of one year is preferred.
- Probation Period: This position has a mandatory probation period of six months. Both the Office Manager and the American Board of Directors understand that this is an evaluation period. Either party can voluntarily withdraw their consideration. After this probation period, the American Board of Directors will determine if a full-time employment memorandum will be granted.

Please submit cover letter and résumé to Kellie O'Brien (President of American Board of Directors) and Andrea Ronquist (Volunteer Program Manager) with a subject of: "Application for Office Manager at OBSM."

kellieobrien5@gmail.com

obrienschoolmaasai@gmail.com

For more information, please visit:

www.obrienschool.org

www.facebook.com/obrienschool

With questions, feel free to contact:

Andrea Ronquist – Volunteer Program Manager – andrea.ronquist@gmail.com

Kellie O'Brien – School President & Co-Founder – kellieobrien5@gmail.com