



EARLY CHILDHOOD CENTER  
CONGREGATION BETH ELOHIM  
BROOKLYN | Park Slope  
Prospect Heights

### Early Childhood Office Coordinator

The ECC is seeking an Office Coordinator who will work closely with the ECC Department Coordinator and with direction from the rest of the ECC Administrative Team to assist in daily operations of the ECC offices in both Park Slope and Prospect Heights.

#### Key Responsibilities and Expectations

The ideal candidate is highly organized, detail-oriented, and is able to gain fluency with new software quickly. A strong multi-tasker and independent problem-solver, with good communication skills, who works well under supervision.

We are seeking someone who is eager to join a community of educators invested in the health of the ECC community made up of teachers, parents, children, and caregivers.

The Office Coordinator will manage ECC office functions such as purchasing, staff and student records and list maintenance (medical forms and emergency information for all students and faculty), compliance with NYC Department of Health requirements. This role will collaborate with the other administrative staff on administrative functions related to the annual admissions and ex-missions process, Summer Camp enrollment and tuition management.

The Office Coordinator will serve as an office receptionist, interfacing with our parent population on a daily basis (over the phone, email and in person.) The Office

Coordinator is required to exercise independent judgment in the resolution of administrative challenges.

Additionally, this person will support the daily operations of running the ECC, upholding the vision, mission, objectives and overall educational philosophy of the program. The Early Childhood Center Coordinator interfaces with all other departments at CBE, including but not limited to communications, membership, operations and the finance department.

The Early Childhood Coordinator must have strong computer skills using all Microsoft programs including; Word, Outlook, Excel, PowerPoint, etc. Must have ability to learn CBE's billing and financial programs. Attention to detail and a high level of organization is a requirement.

To apply, please send a cover letter and resume to Caitlyn Bradley, ECC Department Coordinator at [cbradley@cbebk.org](mailto:cbradley@cbebk.org).