



Job Title: Clerk I
Department: Revere Community School, Talent & Culture
Location: Revere High School
Hours: Variable up to 32 hours per week including evenings and some weekends
Salary: \$21.15 - \$23.43 per hour, this is a non-union grant funded position with benefits

DESCRIPTION

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower its adult learners and encourage workforce development.

We are looking for someone who is efficient, reliable, and comfortable being a member of a team. The ability to multi-task, while supporting teachers and management is essential in this position. The ideal candidate for this job should have customer service/phone skills, is resourceful, culturally sensitive, willing to work with a diverse group of people, a good problem solver, and organized. **We are looking for someone who is bilingual in English and Spanish and or Portuguese.**

The Community School primary focus on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people.

Many of the learners are low-income, newcomer immigrants with language barrier and no job or working in low paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is to provide our learners with the knowledge and skills they need to be successful in their personal and professional life and access link to vital resources. We want to empower them to engage in their community, enriches their lives and well-being and broaden their social networks.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Answer phone calls, enquiries and requests, and assume receptionist duties
- Market programs by preparing and providing informational brochures and flyers, answering questions from visitors.

- Assist with student screenings and registration, and placement tests.
- Process and record admission payments.
- Work with staff to design and maintain communication tools such as websites, flyers, surveys, Facebook, and twitter.
- Provide verbal and written translations in Spanish and English.
- Maintain office systems, including data management, filing, and copying.
- Greet visitors to the office.
- Assist in recruiting and orienting community service students.
- Maintain databases, help prepare documents, reports, and presentations.
- Manage the Laptop lending program
- Help coordinate events, workshops, trainings, and other activities.
- Record minutes of staff meetings.
- Perform other duties as assigned by RCS Manager.

Skills

In addition to relevant experience and secretarial and administrative knowledge, the ideal candidate will show evidence of the following:

- Good written and oral communication skills.
- Ability to work under pressure and to tight deadlines.
- Good organizational and time management skills.
- Excellent interpersonal skills.
- Ability to show initiative.
- Honesty and reliability.
- Attention to detail.
- Flexibility and adaptability.
- Discretion and an understanding of confidentiality issues.
- computer and social media savvy.
- comfort with numbers.
- inclination for customer service.
- professionalism.
- Good manners.
- Enthusiasm.
- Team player attitude.
- Problem solving ability.

Qualifications

- A minimum of two years' relevant experience
- High school diploma is a must, however, a college degree preferred
- Proficiency in use of technology such as laptop and desktop computers
- Knowledge of Google Office Suite and Drive applications

- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Also, resumes and cover letters can be sent to: <mailto:fdrammeh@reverek12.org>

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