



Succeed Academically - Lead Confidently - Live Boldly - Thrive Physically

Job Title: Office Manager

Location: GALS Ohio | 100 Obetz Rd Columbus, Ohio 43207

Reports To: Academic Operations Coordinator

FLSA Status: Non-Exempt

Employment: Full-time, Exempt or Non-Exempt (10 or 12 months)

About GALS Ohio

GALS Ohio is a public charter school serving girls in grades 6–8. The school employs a whole-bodied education model with integrated movement, academics, and social-emotional learning. It aims to foster confidence, resilience, and leadership among young women through an inclusive, gender-focused learning environment.

Position Summary

The Office Manager serves as the heart of the school's administrative operations. This individual ensures the smooth day-to-day functioning of the front office and provides key support to school leadership, staff, students, and families. As a welcoming and organized presence, the Office Manager helps foster a supportive, inclusive, and mission-aligned school environment.

Key Responsibilities

- Oversee daily office operations: manage phone/email communications, scheduling, reception, and front-desk activities.
- Coordinate enrollment events and parent communication (e.g., open houses starting February–March 2025).
- Maintain office systems, supplies, and vendor relationships.
- Support facilities coordination, IT requests, and facility logistics.
- Supervise and support administrative staff: scheduling, task delegation, performance feedback.
- Assist with onboarding new staff: workstations, access credentials, orientation.
- Organize and support internal meetings, school events, and board-related logistics.
- Maintain accurate records: student data, staff files, correspondence, budgeting numbers.
- Manage office expenses, basic bookkeeping, and purchasing in collaboration with school leadership.

- Uphold compliance with GALS policies and Ohio charter school regulations.

Qualifications

Required:

- 3+ years of office management, preferably in education or nonprofit sectors.
- Exceptional organization, communication, and multitasking skills.
- Proficiency with MS Office (Word, Excel), Google Workspace, and cloud-based systems.
- High school diploma or equivalent; Associate's or Bachelor's degree preferred.

Preferred:

- Experience in K-8 school administration or charter school settings.
- Familiarity with enrollment processes, student information systems, and records compliance.
- Alignment with GALS Ohio's educational mission, including gender-conscious pedagogy.
- Ability to adapt quickly in a dynamic, mission-driven environment.

Skills & Attributes

- Strong interpersonal skills: professionalism with staff, students, families, and external partners.
- Proactive problem solver, able to prioritize competing tasks.
- Detail oriented and organized in process and documentation.
- Collaborative mindset – supportive team player and contributor.
- Discretion and integrity in handling confidential information.

Why GALS Ohio?

By joining GALS Ohio during its launch phase, the Office Manager plays a key role supporting an empowering, innovative educational model designed for girls in Columbus. As the school grows, this role offers meaningful ownership in shaping systems that align with GALS's commitment to academic and leadership excellence.