



**Office Coordinator**  
**Position Description**

Building Excellent Schools (BES) is a national nonprofit organization based in Boston, MA that is committed to improving the academic achievement of underserved students in our nation's urban centers. We accomplish this by training leaders to take on the demanding and urgent work of leading high-achieving, college-preparatory charter schools.

Reporting to the Director of Programs, primary responsibilities of the Office Coordinator include:

- Learn and embrace the mission, objectives, policies, procedures and programs of BES
- Responsible for the appearance and maintenance of the office space, kitchen, and supply room
- Coordinate supply orders and maintain inventory of materials
- Serve as primary contact for BES offices (email and phone); monitor general BES email account
- Support BES staff with detailed travel logistics as needed
- Receive visitors and prepare welcome signs and materials
- Maintain office calendars and communicate staff availability via BES Intranet portal
- Monitor availability of common room space for events, meetings, and presentations
- Responsible for preparation of office events, interviews, and guest visitors
- Familiar with Concur Expense Reporting software
- Familiar with Deem Corporate Travel Management booking software
- Experience troubleshooting basic technology issues
- Proficient with Office 365 and other Microsoft Products (Word, Excel, Powerpoint)
- Familiar with or willing to learn Windows Server 2016, Group Policy, AutoTask (formerly CentraStage), AllWorx VoIP system and other platforms as needed
- Assist other sectors of the organization, as needed, on administrative projects while reporting directly to the Director of Programs on tasks and project updates
- Primary point of contact for IT-related issues and projects
- Primary liaison with Managed Services Provider

The right candidate will be or have:

- Organized and meticulous, thorough attention to detail
- Able to respect and adhere to strict deadlines
- Able to prioritize projects
- Exceptional written and oral communication skills
- 1-2 years of experience in an office environment
- Bachelor's degree required

Resumes to [BES@buildingexcellentschools.org](mailto:BES@buildingexcellentschools.org) – Urgency prevails

*BES trains high-capacity individuals to take on the demanding and urgent work of leading high-achieving, college preparatory urban charter schools.*