

Staff Position



Job Title: Office Manager
Start Date: October 2026
Reports to: President

ABOUT CRISTO REY NEW YORK HIGH SCHOOL

Cristo Rey New York High School (CRNYHS), a member of the national Cristo Rey Network, is a coeducational, independent Catholic high school in East Harlem. Our mission is to serve promising students with limited financial resources who demonstrate an enthusiastic desire to make more of themselves.

Students take rigorous, college-prep courses, and participate in the school's Corporate Work Study Program (CWSP), working one day a week throughout all four years — earning a meaningful portion of their tuition while building the professional skills and networks that open doors to college and career success. CRNYHS students achieve their aspirations for postsecondary success at rates significantly exceeding their peers.

POSITION SUMMARY

The Office Manager supports the school's leadership team. This person keeps school leaders organized, prepared, and productive — managing calendars, coordinating meetings and events, producing and distributing communications to families in English and Spanish, and maintaining the systems that keep a busy school office running well.

This is a high-trust, high-visibility role. The Office Manager is often the first person a family, donor, corporate partner, or visitor encounters. The Office Manager is energized by bringing order to complexity, who communicates warmly in two languages, and uses their organizational skills to support the success of the school's leadership team and mission.

ESSENTIAL FUNCTIONS

Scheduling and Calendar Management

- Maintain and coordinate calendars for the President, Principal, and other senior leaders, scheduling internal and external meetings, resolving conflicts, and protecting time for priority work
- Manage the master school events calendar and room reservation calendar
- Anticipate scheduling pressure points and plan for them

Meeting and Event Coordination

- Prepare and distribute agendas and materials in advance of leadership and board meetings
- Reserve rooms, arrange technology and virtual meeting access, order catering, and set up and break down spaces
- Take and distribute minutes and action items for designated meetings, and track follow-through on open items
- Provide logistical support for school-wide and external events including open houses, parent meetings, donor receptions, corporate partner gatherings, professional development sessions, and graduation

Office Operations and Organization

- Maintain organized digital and physical filing systems for leadership and board records
- Track deadlines and obligations across the leadership team, and provide advance reminders
- Order and manage office supplies, equipment, and vendor relationships within approved budgets
- Process expense reports, check requests, invoices, and purchase orders in coordination with the CFO
- Support onboarding logistics for new staff, including workspace setup, keys, and orientation scheduling
- Serve as a liaison to the facilities team, IT team, and outside vendors

Mailings and Correspondence

- Coordinate mailings to families, donors, alumni, and corporate partners, including list preparation, merges, printing, assembly, and postage
- Draft, proofread, and format routine correspondence on behalf of senior leaders
- Manage incoming mail, packages, and deliveries, and route them appropriately
- Maintain accurate contact lists and distribution groups in coordination with the offices that own them

Bilingual Communication and Translation

- Translate school communications from English into Spanish, and from Spanish into English as needed
- Provide interpretation for meetings and phone calls with Spanish-speaking families
- Serve as a welcoming point of contact for Spanish-speaking families in person, by phone, and by email
- Review outgoing bilingual materials for accuracy, tone, and readability before distribution

General Support

- Greet and direct visitors, and represent the school with warmth and professionalism
- Answer and route phone calls, voicemails, and general inquiries
- Maintain confidentiality regarding student, family, personnel, financial, and donor information
- Take on additional projects as assigned by the President

POSITION QUALIFICATIONS

- Three or more years of administrative, executive assistant, or office management experience
- Full professional fluency in English and Spanish
- Energized by a fast-paced, mission-driven environment
- Able to multi-task and remain flexible to the changing needs of the school
- Can manage multiple, complex priorities with demanding deadlines without losing details
- Proficient in Microsoft Office and Google Suite; experience with Power School or other student information systems
- Sound judgment and a consistent record of handling confidential information appropriately
- A warm, professional, and unflappable presence with students, families, colleagues, and external partners
- Commitment to the mission of Cristo Rey New York High School and comfort working within a Catholic school environment
- Committed to serving racially diverse students/families of limited financial means with respect
- This is an on-site position based at our East Harlem campus. Occasional evening and weekend work is required with advance notice whenever possible. The role requires regular movement throughout the building and the ability to lift and carry materials for mailings and events. A background check is required.

COMPENSATION

Salary Range: \$55,000 - \$63,000

New hires are typically brought into the organization at a salary closer to the starting point of the range depending on education, qualifications, years of experience, internal equity, and the budgeted amount for the role.

CRNYHS offers a generous benefits package including medical coverage with a Health Reimbursement Account, dental and vision coverage, and a retirement plan with a matching contribution.

HOW TO APPLY

Please send a cover letter and a resume by email with “Office Manager” in the subject line to Daniel Dougherty at employment@crstoreyny.org.

For more information about Cristo Rey New York High School, visit www.cristoreyny.org

This school ministry is endorsed by the American Province of the Society of the Holy Child Jesus, the District of Eastern North America of the Brothers of the Christian Schools, and the USA East Province of the Society of Jesus.

Cristo Rey New York High School does not discriminate based on race, color, national or ethnic origin, gender, sexual orientation, or religion.