

Client Relations Coordinator Description (Part Time)

Overview

Interested in education, but not in the nonprofit world? Looking to be a part of a growing, successful business? As Client Relations Coordinator at Educational Connections Tutoring, you will be part of a fast-paced small business while making the difference in the lives of thousands of children. No experience in education? No problem, we'll teach you!

We're looking for someone who:

- *Is an A-player.* You are driven to be the best. You challenge yourself by setting goals, crushing them, and helping your teammates do the same.
- *Works efficiently.* You're a master multi-tasker. You can talk, type, walk, and chew gum all at the same time. Juggling multiple projects at once inspires you rather than causing stress.
- *Is solution-oriented.* You see obstacles as opportunities. You are naturally someone who takes initiative and aren't afraid to speak up and present new ideas and bold solutions.
- *Likes working with people.* You genuinely like people and want to help make their lives better.

What you'll do all day:

- Answer phones
- Organize presentations for company president (seasonal)
- Backend test prep support
- Conduct intakes
- Follow up with parents via phone and email
- Assist with marketing efforts and technical support
- Provide general office support to other staff members as needed

Absolute requirements:

- Strong sense of urgency; a Type A person is a must!
- Savvy technical skills with Excel, PowerPoint, and Outlook
- Enjoys learning new software; naturally intuitive
- Exceptional written and oral communication skills
- A people person; you must care deeply for others
- Exceptional organizational skills
- A freak about details

Additional information:

- This position is part time: 15 hours per week Monday- Thursday. Flexible on weekday afternoons between 1:30 and 5:30 pm. Potential for more hours in the fall (20+ hours per week).
- This is NOT a work from home position

Up for the challenge? Email Ann Dolin at ann@ectutoring.com with a copy of your resume. Cover letter is a big plus!