



Client Relations Coordinator

Overview:

Interested in education? Looking to be a part of a growing, successful business? As a 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:

- Consult with parents about students' needs
- Match students with the very best tutor
- Organize test prep programs for high school students
- Check in with parents throughout their child's program

Absolute requirements:

- College Degree; BS/BA
- 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 full time
- This is NOT a work from home position
- Local applicants only (within 15 miles of 22030) because traffic around here is a bear!
- We are looking for a two- year commitment

Up for the challenge? Email Erin Ebert at erin@ectutoring.com with a copy of your resume. Cover letter is a big plus!