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**BILINGUAL ADMINISTRATIVE ASSISTANT / DATA COORDINATOR:**

**SALARY RANGE: \$45,000** - Fulltime – 40 Hours

**Summary of Position:**

The Eugenio María de Hostos Charter School (EMHCS) has been expanding the educational options for Rochester students since opening its doors in September 2000. The school's dynamic programming accelerates students' mastery of complex skills and concepts, fosters their development as advocates for social justice, and ensures students are prepared to access and enjoy all that the world has to offer. Grounded in the school community's Habits of Work (perseverance, collaboration, integrity, responsibility, and optimism), EMHCS prepares students to earn the Seal of Biliteracy (English and Spanish) while implementing the EL Education model. EMHCS is in an exciting growth phase and is looking for passionate educators to join our team as we support students in achieving high levels of success in high school, college, careers, and life.

**Responsibilities include:**

- Secretarial / Clerical duties
- Data entry
- Preparations of reports
- Keeping student files current
- Working with a variety of computer programs

**All employees of the Eugenio María de Hostos are expected to demonstrate:**

- A commitment to the vision and mission of the school
- Acceptance, appreciation and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's own performance

**Requirements:**

- Must have experience working with school-age children in a structured setting
- Must obtain a clear background check through fingerprinting
- Must be able to follow oral and written instructions
- Must be a team player
- Must be available for meetings and trainings outside working hours
- Must have the ability to reflect on one's own performance
- Must be committed to work the full school year and summer as needed
- Must be able to interact positively with others
- Must be sensitive to each family's values, beliefs, traditions and cultural influences

**Education:**

- Minimum of Associates Degree, Secretarial Science, Computers or Information Systems (Excel, Word, PowerPoint, Publisher)

**A Grant Funded Position**

Email Resume, Cover Letter and References to [careers@emhcharter.org](mailto:careers@emhcharter.org)