



K-12 Classes | Private Lessons | Self Preparation | Cultural Programs | Professional Training | Summer Camps | Textbooks

*An ACA and WASC accredited 501(c)(3) nonprofit school providing high-quality French language education since 2009.*

# WE ARE HIRING!

## SCHOOL ADMISSIONS & OPERATIONS MANAGER

Do you dream of making a difference in a child's education? **Join our team!** The nonprofit school **EFBA** is seeking a dedicated **Admissions & Operations Manager** to join our team!

In this role, you'll be the heart of our admissions process, ensuring a smooth and welcoming experience for students and families. As the first point of contact for clients, you'll bridge communication between parents and all other departments, ensuring their needs are met and their questions are answered promptly. You'll wear many hats, from processing applications and managing finances to collaborating with teachers and supporting events.

**20 hours per week | \$23 per hour | Hybrid**

### WHY YOU'LL LOVE WORKING AT EFBA:

- **Make a real impact:** We're dedicated to providing high-quality French education to our students.
- **Be part of a team:** You'll collaborate with passionate colleagues who share your love of learning.
- **No two days are the same:** You'll tackle a range of tasks, keeping things interesting.

Ready to join our growing school family?  
**Apply today!**

This is a hybrid role, mostly remote with some in-person work required in the Bay Area (must reside in the Bay Area to apply).

### ARE YOU A SUPERSTAR ORGANIZER WITH A KNACK FOR CUSTOMER SERVICE?

- You have 1-2 years of experience in school administration (a plus!).
- You're a whiz with details and can juggle multiple tasks with ease.
- You have excellent communication and interpersonal skills - building relationships is your forte!
- You're a tech-savvy problem-solver, always up for a challenge.
- You're mindful of our limited nonprofit budget and will help us stay on top of our finances

Send your CV and cover letter to:

✉ [HR@efba.us](mailto:HR@efba.us)

For more information, visit our website

🌐 [www.efba.us](http://www.efba.us)