

Job Title: Office Manager**Location: Pinnacle Charter School, Colebrook, NH****Reports To: Executive Director**

Pinnacle Charter School is seeking a highly organized and detail-oriented Office Manager to serve as the operational backbone of our innovative charter high school in Northern New Hampshire. As the first point of contact for families, students, and community partners, you will play a vital role in creating a welcoming and efficient school environment. The ideal candidate is a proactive problem-solver who thrives in a collaborative, fast-paced start-up setting and is passionate about supporting a mission-driven school. If you are eager to contribute to a groundbreaking educational community and help build something truly special from the ground up, we invite you to join our team.

Position Overview:

The Office Manager of Pinnacle Charter School is responsible for the day-to-day administrative operations of the school. This individual will manage front office functions, coordinate communications between families and staff, maintain student records and data systems, and support the Executive Director in ensuring smooth and compliant school operations. The Office Manager will serve as a key liaison between the school and its community, upholding the welcoming and inclusive culture central to our mission.

Key Responsibilities:

- Manage all front office operations, serving as the primary point of contact for students, families, staff, and visitors.
- Maintain accurate and confidential student records, including enrollment, attendance, health records, and demographic data in compliance with state and federal requirements.
- Coordinate school communications, including newsletters, announcements, website updates, and correspondence with families and community partners.
- Support the Executive Director with scheduling, meeting preparation, board meeting logistics, and document management.
- Manage procurement of school supplies, materials, and equipment, and maintain organized inventory systems.
- Process accounts payable and receivable, assist with payroll coordination, and support the Executive Director in budget tracking and financial reporting.
- Coordinate student transportation logistics, meal program administration, and facility scheduling.
- Ensure compliance with all required reporting to the New Hampshire Department of Education, including student information system data entry and submission.
- Support the planning and execution of school events, family engagement activities, open houses, and community outreach initiatives.
- Maintain organized filing systems, both digital and physical, and ensure the security and confidentiality of sensitive school documents.
- Assist with onboarding new staff members, including preparation of employment documentation and coordination of orientation activities.
- Serve as the school's point of contact for health and safety protocols, including management of student medication records and coordination with local health officials as needed.

Qualifications:

- Associate's degree or higher in business administration, office management, education, or a related field; Bachelor's degree preferred.
- Minimum of two years of experience in office administration, school operations, or a related professional environment.
- Proficiency with office technology including Google Workspace, student information systems, and standard office software.
- Strong organizational, multitasking, and time-management skills with exceptional attention to detail.
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive information.
- Ability to build positive relationships with diverse stakeholder groups, including students, parents, staff, board members, and community leaders.
- Familiarity with school operations, educational regulations, or charter school environments is a plus.

Requirements:

- Successful completion of a comprehensive background check is required prior to employment.

Compensation: Competitive salary commensurate with experience, including comprehensive benefits package.

Why Join Pinnacle?

Nestled in the stunning beauty of New Hampshire's Great North Woods, we are proud to be the northernmost chartered public school in the state—and one of its most innovative. Our unique location offers the perfect balance of forward-thinking education and the unparalleled outdoor experiences of our region. Committed to ensuring every student is prepared to compete for college opportunities regardless of their economic or social background, we foster a culture where a love for learning drives curiosity, growth, and success. At our school, you won't just make a professional impact—you'll be embraced by a supportive community and have endless opportunities to learn, explore, and thrive in the mountains of New Hampshire. Join us, and experience the strong sense of purpose and belonging that makes our school truly special.