



**HARMONY**  
ACADEMY

## **School Office Manager**

**Job Description:** Harmony Academy seeks a front office manager who is experienced working in a school setting. The office manager oversees daily operations, enjoys working directly with students, staff, families and the public. The ideal applicant enjoys a fast-paced environment, autonomy and attention to details.

**Agency Description:** Harmony Academy is a public school serving youth ages 14-21 in recovery from substance use disorders. We serve youth from over 17 school districts in the tri-county Portland area. We are the only recovery school in Oregon.

### **Application Process**

To apply, email a statement of interest and a resume to [harmony.academy.careers@gmail.com](mailto:harmony.academy.careers@gmail.com)  
Please briefly describe in your email why you want to work at Harmony Academy.

### **Preferred Requirements:**

Experience working in a school or non-profit setting

### **Dream Requirements:**

Preference will be given to anyone who has experience working in a high school counseling, registrar or administrator's office. We are willing to train, though!

### **Full-Time Salary**

\$48,000-\$55,000/DOE plus benefits

Contact Phone: 503-496-3929

Contact Email: [harmony.academy.careers@gmail.com](mailto:harmony.academy.careers@gmail.com)

Contact Website: [harmonyacademyrhs.org](http://harmonyacademyrhs.org)