



Harmony Academy
503-496-3929 Office
503-496-3920 Fax

Office Specialist

Harmony Academy, Oregon's first school for adolescents in recovery, seeks a patient, skilled, friendly and equity-minded office specialist to join our amazing staff. Harmony's innovative program is youth-centered, and our team is collaborative, mission-focused, and supportive. We have open enrollment throughout the year, and a small population (less than 50) of unique students from all over the tri-county Portland area. Our mission is to provide a safe, sober, and supportive education for these youth in their early recovery, where they can develop the skills and strengths needed for personal, academic, vocational and community success. It's an exciting journey.

The office specialist works on a team in our main office. Experience and mastery of synergy is a base level requirement. This position has duties such as daily confirmation of attendance with staff and families, answering phones and responding to emails, sending records requests and responding to other schools for records, managing daily student transportation, managing our lunch program and managing the student store. Other duties are assisting in distributing medication and assisting with basic office duties like ordering materials, coordinating facility use and custodial services, and scheduling subs as needed.

Minimum Requirements

- Experience with Synergy
- Experience working in a school setting

Preferred Qualification

- Experience working with adolescents

Application Process

Send a resume and a cover letter to harmony.academy.careers@gmail.com

Salary and Benefits

The salary range for this 1.0 position is \$44,000-\$56,000 DOE

Benefits of the position include medical, dental, and vision insurance, term life/accidental death and short-term disability insurance, employee assistance, paid time off, PERS contributions and the option to contribute to a 403b retirement fund.