

Seattle Waldorf School Seeks a High School Office Coordinator

Full-Time Position Beginning August 2019

About the Position

Seattle Waldorf School is now accepting applications for a High School Office Coordinator (1.0 FTE) for the 2019–20 school year. This public-facing position includes reception and registrar duties and requires a flexible person with a welcoming nature who has exceptional organizational, problem-solving, and communication skills. Attention to detail, follow-through, and technology skills are a must. Previous office management and school environment experience preferred. Familiarity with Waldorf education is a plus.

About SWS

Founded in 1980, Seattle Waldorf School is a Washington State approved school serving approximately 400 students in programs from preschool through grade 12. The school is a full member of the Association of Waldorf Schools of North America (AWSNA), an accredited school of the Northwest Association of Independent Schools (NWAIS), and a member of the Washington Federation of Independent Schools (WFIS).

Our wooded grade school campus and our early childhood program, both in north Seattle, offer students intimate settings to learn and grow, while the high school is located in the vibrant Magnuson Park complex. For more information about Seattle Waldorf School, please visit our website at seattlewaldorf.org.

Compensation

The salary for this position is commensurate with experience. This position is benefits-eligible.

To Apply

Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at:

seattlewaldorf.org/SWS_Employment_Form.pdf.

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