



Grace Church School

Grace Church School, a preschool in Brooklyn Heights, is seeking an Office, Communication and Events Coordinator for the 2026-2027 school year. Grace Church School is a warm, joyful and well-respected program serving families with young children since 1928.

This forward-facing position will be a member of our administrative team. Responsibilities will include aspects of communications, enrollment and events as well as handling the School's day-to-day administrative and office tasks.

Communications Responsibilities

- Serve as the front line for the school with phone calls and general email inquiries.
- Create and disseminate school-wide communications such as invitations, updates and newsletters.
- Manage and update website and marketing materials.

Office Management and Organization Responsibilities

- Create and maintain directories, lists and student files.
- Oversee daily attendance.
- Monitor supply needs, supply storage, and ordering.
- Serve as a liaison with vendors for orders and IT needs.
- Perform office tasks including filing, copying and mailings.

Enrollment Responsibilities

- Oversee registration for admission tours and visits.
- Manage online reenrollment, admission files, and maintain waitlist.

Events Responsibilities

- Serve as the point person for volunteers and administration for events and attend events.
- Oversee the ordering, delivery, and set-up including catering, facilities and AV.
- Coordinate event logistics and timelines with faculty, families and outside vendors.

Qualifications

- Bachelor's degree required.
- High level of organization, communication skills, and professionalism.
- Strong experience with Google Workspace tools required as well as the ability to learn enrollment and website platforms.
- Prior experience in a school or nonprofit administrative setting preferred.

Compensation and Benefits

- \$55,000–\$70,000 based on experience and education.
- School covers 100% of health insurance premium for the employee.
- 403b retirement plan: 5% employer contribution plus up to 4% match (up to 9% total).

Schedule

- Monday-Friday 8:30am-3:30pm (plus occasional evening or weekend events as scheduled).
- August 25, 2026 – June 24, 2027

How to Apply

Please send a resume and cover letter to jobs@gracechurchschool.org