



Title: Admissions and Enrollment Coordinator
Organization: BAHIA Inc.
Location: Berkeley, California
Reports To: Executive Director
FLSA Status: Non-Exempt
Time: Full-time

The Position:

The Coordinator is responsible for the successful implementation of processes regarding student admission, enrollment, and attendance. The Coordinator ensures timely and accurate reporting in fulfillment of all city, state, and federal governmental contracts.

Responsibilities:

Admissions:

- Communicate with families about BAHIA’s programs;
- Manage updated wait lists for admission;
- Process enrollment paperwork and information from families;
- Ensure that paper and electronic files are well organized, stored, and backed up.

Planning and Management:

- Take the lead role in compliance with reporting all local, state, and federal funding requirements;
- Update internal policies and procedures as needed and recommend changes to the ED per new regulations, compliance, guidance, and technology for enrollment.

Staff Relations:

- Support teachers by preparing any documents related to attendance such as sign-in sheets and follow-ups on absences;
- Work with the administrative team to ensure practices and policies serve BAHIA, Inc’s mission, vision, and daily needs.

Minimum Qualifications:

Experience:

- Two or more years of successful administrative and management in a child care setting, an educational setting, an office and/or working in a non-profit organization.
- Recent and relevant training and/or experience in compliance reporting, and/or administration of program services preferred.

Education:

- High School diploma, college degree preferred.

Skills:

- Excellent bilingual (Spanish/English) skills in verbal and written communication.
- Excellent math skills, research, data analysis, editing skills.
- Ability to maintain open communication with and the ability to contribute as a productive team member.
- Quality phone and email etiquette.
- A work ethic that demonstrates punctuality and organization.
- Knowledge of government contracts in education is preferred but not required.
- Ability to be proactive, resourceful, solution-oriented, and flexible in a changing environment.
- A positive attitude, self-motivation, and the ability to maintain poise and a professional demeanor in the face of competing demands.
- Excellent project management skills, including ability to organize a collaborative process, inviting and incorporating feedback.
- A strategic mindset and the ability to anticipate and avoid distractions that could impede educational program priorities.
- Proficiency with standard office software (Microsoft Office, Google Suite, and Enrollment platforms) as well as a basic understanding of website platforms.

Licenses and Other requirements:

- Fingerprint clearance with the Department of Justice, FBI and Child Abuse Index.
- Complete health screening.
- Complete trainings (mandated reporter & workplace violence prevention).
- Proof of updated vaccinations to include COVID/booster vaccines and influenza vaccine as well as all vaccinations required by California Community Licensing.

Salary

\$70,000-\$75,000 commensurate with experience. Benefits include medical, dental, and vision, as well as sick leave, personal and vacation time.

Working Conditions and Environment:

Most work is performed in a standard office, often involving extensive typing at a workstation; some lifting of up to 20 pounds required; and moving between two program sites during hours of operation. 40 hour work week schedule; some weekend work required periodically.

Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, no later than March 31, 2023 to Martha Melgoza, Executive Director, at martham@bahaiinc.com. We are happy to answer any questions or supply further information.

BAHIA, Inc. operates on a non-discriminatory basis, affording equal treatment and access to services for all without regard to sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability.