

Job Title: Facilities Administrative Assistant (Part-Time)

Location: York School Campus (Monterey, CA)

Schedule: Flexible Part-Time (approx. 15–20 hours/week)

Options: 2 full days OR 3–4 half-days.

The Role

This is an entry-level hybrid role that combines office administration with hands-on physical support. You will be the "glue" that keeps our paperwork organized and our campus ready for action. This role is perfect for someone who enjoys variety—one moment you'll be managing digital invoices, and the next, you'll be ensuring a campus event is perfectly set up.

Key Responsibilities

- **Financial Admin:** Organize all receipts and invoices for the facilities team. You will prep data in **AvidXchange** for manager approval.
- **Event Coordination:** Assist in the logistical planning and physical setup of school events (arranging chairs, tables, and equipment).
- **Inventory Management:** Monitor and restock facilities supplies and inventories across campus.
- **General Logistics:** Handle incoming deliveries, distribute boxes, and maintain organized administrative filing systems.
- **And any other duties as assigned.**

What We're Looking For

- **Organizational Skills:** You have a place for everything and can stay on top of paperwork and digital files.
- **Forward-Thinking Mindset:** You look ahead to spot potential conflicts and prepare for upcoming campus needs before they arise.
- **Tech Comfort:** Ability to learn and use payment and organization tools (training provided for AvidXchange).
- **Physical Readiness:** Ability to lift and carry up to **50 lbs** and perform hands-on work like setting up furniture and delivering packages.
- **Reliability:** As a key member of a small team, consistent attendance and a proactive attitude are essential.