



JOB TITLE: Admissions Associate
REPORTS TO: Family Director
LOCATION: Belle Haven Community of Menlo Park, CA

ABOUT ALL FIVE:

All Five is committed to building an equitable society beginning with the first five years of life. We believe all families, no matter their background, should have access to high-quality early childhood education for their children in a nurturing and respectful learning community. All Five is expanding to serve a growing waitlist of children and their families with high-quality and socioeconomically diverse early childhood education. All Five is also dedicated to antiracist practices and diversity in all-inclusive education.

POSITION SUMMARY:

As Admissions Associate, you will play a key role in ensuring a smooth and efficient admissions process for our prospective families. This position requires flexibility, detail orientation, interpersonal skills, and commitment to the mission of All Five. You will be responsible for completing multi-level tasks in a professional and timely manner.

RESPONSIBILITIES:

- Inputting, filing, reviewing, reporting, and managing the data in several software systems.
- Continuously evaluating and improving the admissions process.
- Collecting information, qualifying, and ranking families for subsidy\ programs.
- Ensuring applications are completed correctly and the required supporting materials have been provided.
- Support the Family Director in all aspects of the admissions process.

The critical features of this role are described above but the listing is not all-encompassing.

QUALIFICATIONS' REQUIREMENTS (Knowledge, Skills, Abilities)

- Microsoft OneDrive and Microsoft Office experience preferred.
- Proficient in admissions or records management software systems.
- Dependable, highly organized, and extremely detail oriented.
- Proactive and collaborative in problem-solving.
- Demonstrate emotional stability in the workplace.
- Work cooperatively as a team member.
- Show respect for all staff, families, and children.
- Exhibit a positive approach to challenges.
- Work on a computer in an open office.
- Work in an early childhood school setting including boisterous children.
- Communicate clearly and calmly with staff, families, and, on occasion, children.

EDUCATION/CERTIFICATION REQUIREMENTS

- Must be bilingual in Spanish and English (spoken and written)
- Be flexible, practicing transparency and open communication.
- Successfully pass TB test or screening
- Complete/pass fingerprint screening
- Provide vaccination information for all communicable diseases, including Covid-19

A PLUS IF...

- You have experience working in education
- You have experience working with families of diverse socioeconomic backgrounds

COMPENSATION:

All Five pay and benefits are more generous than typical community ECE organizations on the Peninsula and in San Mateo County. Benefits include fully paid healthcare through the TriNet platform including Kaiser and other options, annual paid time off in addition to holidays and vacation periods. Details are available by request.

While housing is not guaranteed, All Five is located proximate to several new apartment communities participating in workforce housing programs.

HOW TO APPLY:

Please submit your most recent resume and a brief cover letter to talent@allfive.org