



Acton Academy & Montessori

EL SALVADOR

Acton Academy El Salvador is seeking an organized, proactive, and highly capable Operations Coordinator to help manage the daily operations of our school. This role combines operations, logistics, administration, and communication in a fast-paced, mission-driven environment.

The ideal candidate is calm under pressure, highly responsible, detail-oriented, technologically capable, and excellent at follow-through. They enjoy creating order, solving problems, and supporting a strong team culture.

Responsibilities:

- Oversee day-to-day school operations and logistics
- Oversee the kitchen, chef, cleaning staff, gardener, and maintenance operations
- Organize supplies, vendors, inventory, and operational systems
- Help manage calendars, workflows, and administrative processes
- Assist with events, projects, and school-wide coordination
- Create and improve systems and SOPs as the school grows
- Use tools like ChatGPT or Claude to improve efficiency, organization, communication, and workflow management
- Make anticipated changes to our website, using an AI interface, as we offer new services

Requirements:

- Strong organizational and problem-solving skills
- Excellent follow-through and attention to detail
- Professional communication skills in English and Spanish
- Advanced spreadsheet skills, including creating spreadsheets from scratch, linking sheets, building formulas, creating pivot tables, catching errors, analyzing data, and presenting information clearly
- Comfortable using AI tools such as ChatGPT or Claude to increase efficiency and improve workflows
- Ability to work independently and take initiative
- Calm, flexible, and solutions-oriented mindset
- Experience in operations, administration, finance, or project coordination preferred

This is not a traditional desk job. We are looking for someone who wants to help build an exceptional school community and who takes pride in making complex systems run smoothly.

To apply, please start here: <https://forms.gle/a5QUeWuNrNPAV1Gf7>