

Receptionist & Administrative Assistant – Part-time

Start Date: August 2026

Do you excel at creating welcoming environments and keeping things running smoothly?

Are you passionate about supporting a multicultural community and ensuring seamless daily operations?

Do you thrive in dynamic settings where every day brings new interactions and opportunities to assist?

If so, the **French Immersion School of Washington** might be your perfect fit!

Why Join FISW?

At FISW, we believe that every role contributes to the vibrant tapestry of our school community. As a bilingual and plurilingual institution, we celebrate diversity, foster curiosity, and prioritize empathy. Our Administrative Assistant & Receptionist is often the first point of contact, embodying our values and setting the tone for students, families, and visitors alike. You'll be part of a team that values collaboration, respect, and innovation, working alongside educators and staff who bring a multitude of talents and backgrounds to our shared mission.

Your Role as Receptionist & Administrative Assistant

As the Administrative Assistant & Receptionist, you will be the heartbeat of our front office, ensuring that daily operations run smoothly and that every interaction reflects the warmth and professionalism of FISW. From managing communications to supporting administrative tasks, your role is integral to the school's success.

Key Responsibilities

- Greet and assist students, parents, staff, and visitors with warmth and professionalism
- Be the first point of contact for First Aid for students
- Manage incoming calls, emails, and correspondence, directing inquiries appropriately
- Maintain student records, including immunizations, and assist with enrollment and attendance tracking
- Coordinate appointments, meetings, and school events logistics
- Support administrative tasks such as filing, data entry, and document preparation
- Collaborate with faculty and staff to support school-wide initiatives and communications
- Place orders for some supplies

- Ensure the front office is organized, welcoming, and reflective of our school's values
- Uphold confidentiality and handle sensitive information with discretion
- Complete other tasks as assigned by the Head of School
- Help coordinating substitute teachers

Who You Are

We're looking for a proactive, organized, and friendly individual who:

- Has experience in administrative support, preferably in an educational setting
- Demonstrates excellent communication skills in English; proficiency in French is a plus
- Is adept at managing different tasks and time effectively in a dynamic environment
- Embraces cultural diversity and fosters an inclusive atmosphere
- Is proficient in office software and comfortable learning new technologies
- Approaches challenges with a solution-oriented mindset and attention to detail
- Has CPR and First Aid experience or willingness to be trained.

What We Offer

This position is part-time

- A supportive and multicultural work environment
- Opportunities for professional growth and development
- A salary ranging from \$ 28,125 to \$36,250 for 25 hours, commensurate with experience and qualifications
- A beautiful, green campus conveniently located near I-90

Join Us and Make a Difference

If you're ready to be a central part of our school's daily life and contribute to a community that values your unique skills, we'd love to hear from you.

To apply, please send your cover letter, resume, and at least two professional references to employment@fisw.org.

About FISW

The **French Immersion School of Washington** provides an excellent bilingual education in a welcoming environment that encourages curiosity, critical thinking, and personal growth. We are proud to be an Equal Opportunity Employer committed to creating an inclusive workplace for all.