

We're Hiring



Part-Time Executive Assistant

- Provide high-level administrative support to the Executive Director.
- Act as the primary Volunteer Coordinator (recruiting, scheduling, and running background checks).
- Serve on Leadership Team, assisting with problem-solving, event planning, and seasonal student programs.
- Willingness to learn about grant writing.



Requirements

- Proven administrative assistance experience.
- Strong organizational skills and self-motivated work ethic.
- Experienced in Microsoft Office suite.

Compensation

- 15-20 hours/week: \$25/hour

Apply Now!

Contact Linda Reimer, Executive Director
lreimer@@omahastreetsschool.com
402-451-5234, ext. 1.3

Join Our Team!

Omaha Street School is a small, private, alternative, Christian high school for students who have been failed by traditional education. We're seeking a highly organized and resourceful Part-Time Executive Assistant. In this 15-20 hour/week role, you will be the right hand to our Executive Director, using your strong written and verbal communication skills while also coordinating the community volunteers who make our school great. Do meaningful work that transforms lives and makes a difference!

Omaha Street School
3223 N 45th St
Omaha, NE 68104

omahastreetsschool.org