

Job Posting: Part-time communications and administrative associate

North Shore Montessori School (NSMS), is a small day school in Rowley, Massachusetts that serves children from preschool through sixth grade. Based on the world-famous philosophy and methods of teaching pioneer Maria Montessori, North Shore Montessori strives to serve the needs of children and families by offering exceptional, personalized education.

We are seeking a part-time associate to work in our office and perform an array of communications and administrative tasks. The purpose of the position is to support the internal functions of the school and to strengthen external communications with current and prospective families and the wider community.

Duties and responsibilities:

- Managing inquiries and communications from prospective families, including scheduling tours, answering questions about the enrollment process, and maintaining a database of prospective and current student enrollment.
- Facilitating communications between current families and NSMS staff and administration, as needed. This will include answering phones and emails and supporting clear and timely electronic communication with parents on news and events happening at the school.
- Helping to maintain an active and positive online presence by assisting with social media posting on Facebook and Instagram.
- Supporting the teachers with their office and supply needs, and helping to ensure that all office systems and materials are well-stocked/functioning as needed.
- Interfacing with school vendors and support staff to coordinate maintenance of the building and grounds as well as technology.
- Assisting the executive director with any and all administrative tasks, including interfacing with our bookkeeper, data entry, filing, and supporting the school's board of directors.

Required Qualifications:

- Fluency with Microsoft Office software (Word, Excel, etc.)
- Strong interpersonal skills, clear writing style
- Ability to work independently with minimal supervision
- Flexibility to assist with various tasks when needed, in an active school environment
- Strong attention to detail, organizational skills
- Willingness to learn new things and help solve problems
- A friendly demeanor and comfort interacting with children and families

Preferred Qualifications:

Some secondary training or relevant college coursework.

Experience working at a school or business environment.

Comfort with basic website management and experience with social media posting is a plus.

Preferred candidates will have an interest in or awareness of Montessori principles.

Hours and salary: This is a flexible position expected to be an average of 10-20 hours per week. Salary will range from \$20 - \$25 /hr. depending on experience. This is a seasonal position based on the school calendar that can begin immediately.

All employees of education facilities in Massachusetts must undergo a background check ([CORI](#)), which will be completed by the school as part of the hiring process. At this time we continue to require masks indoors, as many children cannot be vaccinated. We participate in a weekly COVID testing program, and strongly encourage all members of our school community to be fully vaccinated.

Learn more about us at northshoremontessori.org. You can also visit the American Montessori Society at amshq.org to gain an understanding of the Montessori methods employed during our school programs.

Interested candidates should submit a resume and letter of interest to Margaret Henry, school director at: northshoremontessorischool@gmail.com.