



TOTH
MONTESSORI

NAVY YARD, WASHINGTON, DC



H STREET NE, WASHINGTON, DC

Office Administrator for Private Montessori Preschool

Join us at ToTH Montessori (www.tothmontessori.org), a small, private Montessori program for children age 18 months to 6 years old in Washington, DC. We operate in the Capitol Hill area of Washington, DC. For the past three years, ToTH has won the “Best Preschool in the City” annual readers poll award in Washington DC’s City Paper.

We are seeking an Office Administrator to support our school with a number of critical tasks essential to our operations. This is a part time role of approximately 20 hours per week on average, and is an exempt position that comes with competitive pay.

Areas of operations include the following: education program support, back end human resources tasks, financial aid support, licensing support, technology and marketing support, and other operational tasks. This position will report directly to the Head of School.

We are open to speaking with you about specific hours, but we prefer mornings Monday through Friday (the position requires being onsite on Friday mornings, at minimum). The location is onsite at the Capper Community Center in Navy Yard/Capitol Riverfront, less than 10 minutes walk from the Navy Yard Metro Station.

The position will start as soon as it’s filled. Ideal candidates should possess the following:

- A Bachelor’s degree
- Organizational skills; detail orientation is important
- Computer literacy, including familiarity with basic platforms (MS Office)
- Basic editing skills; experience reviewing documents is a plus. Strong grammar and spelling skills.
- Mastery of scheduling and strong time management skills
- Good communication skills
- Professional attitude
- Ability to remain neutral and diplomatic
- Ability to handle sensitive documents and conversations

- Possesses good judgement
- Is a team player
- Top candidates will have at least 2 years administrative work experience

Competitive compensation commensurate with education and experience.

We are looking for someone to grow with ToTH; as such, we anticipate there will be an opportunity to move into a full time role in the future.

Qualified, interested candidates should please send your resume, cover letter, and three references to Sara Agarwal, Toddlers on the Hill, at: sara@toddlersonthehill.org
Applications will be accepted on a rolling basis.

ToTH Montessori is an equal opportunity employer and does not discriminate against any job application on the bases of race, creed, color, national origin, gender, or sexual orientation.