

Job Vacancy Announcement
for
Publication on the Early Childhood Project Job Board



Job Information

Job Title: Administrative Assistant

Program Name: Children's House Montessori School

Location of Job: Whitefish

Hours/week: 25-30

Wage/Salary: Starting at \$17 DOE

Job Description:

We are looking for someone who is willing to be organized, flexible and creative while overseeing a variety of tasks! Seeking someone who also has a background in childcare and office duties. There is room to grow here at CHMS and gain more responsibilities.

Job Requirements

Education:

High Diploma required
Current MT ECP Registry Preferred

Experience:

Experience in licensed childcare facility
Experience working with kids
Experience in an administrative role

Other Requirements: _____

Application Requirements

Application Requirements:

Application Deadline: Open until filled

Contact Name: Carrie Lamb

Contact Phone: 4068634685

Contact Email: chmswhitefish1@gmail.com

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**