



## Indigenous Montessori Institute

1601 4th Street NW, Ste. B Albuquerque, NM

PHONE 505-465-2185/505-331-1438

[kclcmontessori.org/about-imi/](http://kclcmontessori.org/about-imi/)



### **JOB POSTING**

KCLC-IMI seeks a **Program Assistant** to assist the IMI Director in coordinating trainings, maintaining records, facilitating tuition and training fees, maintaining a training calendar, and office maintenance. This person will report to the IMI Director and Education Director. Position is part-time (up to 30 hours per week) with strong potential to become full time, non-exempt, paying a competitive wage based on experience, between \$26,000 and \$35,000 with room for growth.

The Keres Children's Learning Center (KCLC) is a private, independent, nonprofit school with 9 parttime and 9 fulltime staff who use an intergenerational approach to immersion and dual language with Montessori pedagogy to serve Cochiti children ages 3-12 and their families in revitalizing the Keres language while providing children a world-recognized academic curriculum that challenges their intellect and values their whole being. KCLC also operates the Indigenous Montessori Institute (IMI).

### **IMI Program Assistant—Job Description and Requirements**

#### **General Duties and Responsibilities:**

- Provides administrative support for IMI Director
- Copies and organizes PIE and IMI training events sign-in sheets
- Issues student tuition billing statements and training invoices
- Keeps IMI database up-to-date
- Captures IMI photos and maintains photo database
- Ensures tuition and training fees are collected
- Files and maintains student applications, event registrations, and student records
- Sends out and maintains program communication to all participants
- Assists in maintaining a training calendar
- Procures office and program supplies
- Manages and prepares physical training space
- Responsible for IMI Communications
- Oversees intersection of IMI and KCLC calendars and events
- Makes travel and lodging arrangements for IMI Facilitators/contractors as needed
- Solves any issues or challenges in a collaborative, respectful manner

#### **Qualifications:**

##### **Education**

- High School Diploma



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- Experience as an office manager, program assistant, or administrative assistant
- Experience working directly with Indigenous Communities preferred.

### Skills/Mindset

- Trained in and has experience using Anti-Biased Anti-Racist practices
- Excellent written and verbal communication and interpersonal skills
- Highly organized and able to prioritize multiple competing tasks
- Ability to work as a team
- Proficiency with Microsoft Suites software, Apple Software, Adobe, and social media
- Strong problem-solving skill, analytic, and strategic thinking skills
- Ethical conduct; honors confidentiality
- Embodies the values of Cochiti Pueblo and KCLC, including the commitment to redefine Indigenous education
- Take initiative to serve KCLC's mission

### Work Environment

Work hours will be regular and predictable between 7:15 and 5:00 Monday through Friday, arranged to meet IMI's needs and employee's preferences. There is no requirement for overtime. Work pace fluctuates; can be managed by planning ahead. There are frequent meetings in person, by phone, and video conference. There are regular weekly deadlines and some seasonal or annual deadlines. Strong communication and organization are required.

This position is primarily indoors and will be housed at IMI's Albuquerque office, largely sedentary; routinely uses standard office equipment such as computers and phones.

### Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear in person, on phone, and videoconferencing. The employee is frequently required to stand; walk; use hands to type.

### Travel

Travel is infrequent and primarily local during the business day. Must have reliable personal transportation.

### Other

- Valid Driver's License
- Background Check



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This job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KCLC is an EEO employer. We exercise an American Indian hiring preference. This position is part-time (up to 30 hours per week) with strong potential to become full time, non-exempt, paying a competitive wage based on experience. Interested individuals should submit a letter of interest to [tracey@kclcmontessori.org](mailto:tracey@kclcmontessori.org) or to Keres Children's Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 331-1438/(505) 465-2185.

**Application Deadline 12/31/21. Position open until filled.**

### Keres Children's Learning Center Mission

KCLC Stives to reclaim our children's education and honor our heritage by using a comprehensive cultural and academic curriculum to assist families in nurturing Keres-speaking, holistically healthy, community minded, and academically strong students.