Indigenous Montessori Institute (IMI) Program Assistant Position

IMI Program Assistant—Reports to the IMI Director and Education Director.

Classification: Nonexempt Position: Part-time Year round Hours: 20 hours a week
Salary Range: $25/hour* *higher depending on experience

Position Summary
KCLC-IMI seeks a Program Assistant to coordinate trainings, maintain records, facilitate tuition and training fees, maintain a training calendar, and office maintenance. This person will report to the IMI Director and Education Director.

Program Assistant duties:
- Provides administrative support for IMI Director
- Copies and organizes IMI training events and 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
- Assists with projects and tasks as needed

Other:
- Attends weekly planning meetings
- Attends professional development trainings as appropriate
- Participates in self-evaluation according to KCLC Staff Evaluation Process
- Comes to work on time and is mindful of absences so as to minimize their effect on KCLC
- Abides by KCLC Policies and Procedures
- Approaches KCLC with respect, professionalism, and an open heart
- Supports the KCLC Mission
- Works collaboratively with staff
- Fulfills duties according to rotating schedule as well as other duties as assigned
- Participates in regular health, safety, and deep cleaning activities
- Speaks Keres language
• Has a valid driver’s license and vehicle
• Undergoes background check
• Is patient and respectful of children and their families
• Honors confidentiality
• Takes initiative to serve KCLC’s mission

Qualifications:
• High School Diploma
• Experience as an office manager, program assistant, or administrative assistant
• Experience working directly with Indigenous Communities preferred

This job description 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.

KCLC is an EEO employer. This is a parttime, nonexempt position, paying a competitive wage depending on experience and language skill. Interested individuals should submit a letter of interest to info@kclcmontessori.org or to Keres Children’s Learning Center, PO Box 113, Cochiti Pueblo, NM, 87072; (505) 465-2185. Position open until filled.