



1421 Prince St, Ste 350 • Alexandria, VA 22314
703-746-9919 • montessori@amiusa.org • amiusa.org

AMI/USA is Hiring!

Position: Office Manager

Position Type: Full-time, hourly, non-exempt

Job Location: Alexandria, VA

About Us

Association Montessori International of the United States (AMI/USA) is dedicated to bringing the principles of Dr. Maria Montessori to the education of children through its support and advancement of the AMI Montessori community in the United States.

Summary

Association Montessori International USA (AMI/USA) seeks an experienced and detail-oriented Office Manager to join our team. This is primarily an administrative and data management role that requires both technical know-how and customer service skills.

The Office Manager will report to and work closely with the various AMI/USA program directors.

The ideal candidate will have 5+ years of related experience, preferably within a non-profit environment.

Essential Duties

General Office Administration Support:

- Receive and route incoming phone calls;
- Keep office space neat and orderly;
- Receive and scan incoming mail;
- Order office supplies as needed;
- Maintain and organize staff calendars, including:
 - General office calendar;
 - Executive meetings, Board meetings, etc;
 - Ad hoc meetings as needed.
- CRM/Systems Update:
 - Lead and manage the effort to transition to more efficient technology systems and processes



- Identify and clearly outline organization priorities to discover and find the right platform.

Professional Development Support

- FileMaker Pro (FMP) experience preferred - if so:
 - add/clear/update required fields in FMP to support registration
 - Update registration confirmation layout form in FMP and update script
- Process event registrations
- Manage transfers/cancellations/refunds
- Export registration info as required
- Onsite events: create check-in lists and process
- Issue certificates of completion

Education and Experience Requirements

- Associate's or Bachelor's Degree preferred but not required
- Solid working knowledge and experience with information systems, internet, office software platforms, and related tools and technologies;
- Demonstrated proficiency in Microsoft Office Suite, with a particular emphasis on Microsoft Excel;
- Demonstrated proficiency in Google Workspace, with a particular emphasis on managing multiple calendars and documents;
- Experience with FileMaker Pro (or similar) preferred but not required;
- Experience with a CRM preferred

Personal Skill Requirements

- Self-directed and self-motivated with strong attention to detail.
- Process-oriented and efficient in creating and maintaining systems to create high quality work;
- Communicates effectively in both verbal and written form, and in presenting complex information;
- Exhibits a manner that is professional, ethical, respectful and graceful;
- Ability to work collaboratively in a team environment, be accountable, invite suggestions, ask for support when needed, and provide support to others, all with a dedication to overall organizational success;
- Strong understanding of and commitment to diversity, equity, and inclusion and an interest in applying those principles in the workplace.



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Physical and other Requirements

- Must be able to sit for long periods of time and utilize general office and computer equipment continually with regular and consistent use of keyboard and mouse.
- There may be some light walking, standing, bending, twisting, reaching and carrying of items not exceeding 50 pounds.
- Visual acuity necessary to spend lengthy periods of time at the computer.
- Must be able to perform essential functions of the position without hazard to self or others.
- Background check will be required.

Work Schedule

Typical U.S. business hours with some flexibility, and occasional evening/weekend work.

Compensation and Benefits:

- Salary commensurate with experience
 - Expected compensation \$18-23/hr
- Group Health, Dental and Vision Insurance
- 401(k) matching
- Paid time off

How to Apply:

Please submit a cover letter, resume with salary requirements and 2-3 professional references to montessori@amiusa.org

Central to AMI/USA's dedication to children is our commitment to conscious and proactive inclusion of all people regardless of race, ethnicity, color, national origin, sovereign tribal Nations status, ancestry, gender identity and expression, sexual orientation, religion, age, social class, socioeconomic status, marital status, language, disability or immigration status, etc.

