



AMI USA

ASSOCIATION MONTESSORI INTERNATIONAL

Job Title: Part-Time Montessori Events Coordinator

Pay Salary: \$25.60 per hour

Location: Remote

Position Overview:

AMI/USA is seeking a dedicated and organized Montessori Events Coordinator to join our team on a part-time basis. The ideal candidate will be responsible for planning, coordinating, and overseeing events that align with the Montessori philosophy, ensuring that they run smoothly and successfully in a community driven environment.

Responsibilities:

- Coordinate and manage AMI/USA related events, workshops, and activities.
- Work closely with AMI/USA staff and outside event planners to coordinate and ensure all event logistics are in place, including scheduling, supplies, and space arrangements.
- Communicate and coordinate with AMI/USA Ed for all requests that require approval on policy or resource allocation.
- Solicit event speakers for AMI/USA events.
- Work with the AMI/USA ED to identify appropriate staff individuals for event-related assignments.
- Create event budgets and programming schedules and generate regular reports.
- Attend AMI/USA Ed staff meetings on the status of all event-related activities.
- Maintain detailed records of event budgets, schedules, and post-event evaluations.
- Provide on-site support during events to ensure seamless execution.

Requirements:

- Previous experience in event coordination, preferably within the non-profit sector, an educational or Montessori environment.
- Strong organizational and communication skills.
- Ability to work independently and collaboratively with a team.
- Flexibility to adjust hours based on event schedules.
- Travel to in-person events and pre conference planning events as necessary.

Physical Demands:

- Requires occasionally to stoop, kneel, crouch or crawl.
- Be able to bend and lift objects at least 10 pounds.

Compensation:

- \$25.60 per hour, not to exceed 28 hours weekly

Work Hours:

- Flexible schedule of 4 days per week, with 7 hours per day, flexible scheduling based on the needs of our events calendar.

How to Apply:

Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the role to hring@amiusa.org by 11:59 PM PST, April 11, 2025.