

## ***Preschool Administrative Assistant*** (Full-time)

**Major responsibilities include** supporting the work of the director. The AA responds to all school email and main phone line, prepares flyers and mailings, maintains student files and collects required forms for registration, orders supplies and teacher orders, distributes flyers, school supplies, school lunch, challah orders and other items needed for the classroom, responds to preschool inquiries, and supports the work of the Early Childhood Parent Committee. This 40-hour per week position reports to the Office Manager.

**Qualifications include** proficiency in computer skills, including Word, Excel, Power Point and Publisher. Strong English and Hebrew communication and interpersonal skills. Strong organizational skills. Love and respect for children.

Benefits include health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

**E-mail résumé, cover letter and salary requirements** to [preschool@jccgw.org](mailto:preschool@jccgw.org)