# WANTED! The World's Most Organized and Montessori-Aligned Professional Administrator

**When you apply, please make sure the subject line is: "I actually read the instructions."**

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## Who We Are

We're a team of mission-driven, Montessori-obsessed professionals helping schools thrive from the inside out.

At **Montessori Thrive**, we believe every Montessori school deserves thoughtful systems, streamlined operations, and deeply aligned support to grow — without burning out school leaders or staff.

We're not a typical agency. We are long-term partners, problem-solvers, and strategic thinkers who understand the unique rhythms of Montessori education. From enrollment and communications to parent engagement and marketing systems, we take care of the behind-the-scenes work so school leaders can focus on what matters most: serving children.

Our team is fully remote but deeply connected. We collaborate across time zones, communicate clearly, and show up every day ready to support school leaders, educators, and families in meaningful ways.

If you're passionate about Montessori and love keeping operations calm, thoughtful, and effective — we'd love to meet you.

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## What We're Looking For

We're looking for our next **Professional Administrator (PA)** — a full-time, remote, school-facing role supporting a small group of Montessori schools on an ongoing basis.

This role is ideal for someone who is:

- Detail-oriented and proactive
- Calm under pressure
- Deeply respectful of Montessori philosophy
- Energized by systems, structure, and service

You bring order to complexity, anticipate needs before they're voiced, and take pride in making things run smoothly behind the scenes. You enjoy supporting others, improving systems, and helping school leaders breathe easier.

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## Your Responsibilities Will Include

### Enrollment & Marketing

- Identify each school's ideal prospective parent
- Collaborate with our internal marketing team on attraction and retention strategies
- Track inquiry engagement and strengthen follow-up systems
- Refine school messaging and website content with clarity and care
- Create or coordinate custom content for social media, newsletters, and events

### Community Building & Communication

- Manage and deliver regular school newsletters
- Build and maintain parent directories and school calendars
- Share local event opportunities and manage RSVP forms
- Ensure all communication remains consistent, aligned, and on-brand

### Operations & Systems

- Help schools fully utilize their CRM and website tools (training provided)
- Manage calendars, lead forms, and internal workflows
- Coordinate with designers, content writers, and tech support as needed
- Use both Montessori Thrive tools and school systems to keep everything organized and on track

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## What You'll Need to Succeed

- Experience in administration, operations, or marketing
  *(Bonus if in a Montessori or independent school setting)*
- A desire to understand Montessori philosophy and how it shapes communication and culture
- Strong organizational and time-management skills
- Comfort with tools like Google Workspace, CRMs, newsletters, and calendars — or the ability to learn quickly
- Exceptional English proficiency and professional written communication
- Ability to manage multiple priorities while following established systems
- A calm, solution-oriented mindset
- Availability to work **9:00 AM – 5:00 PM Central Time (US)**

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## Salary & Growth Opportunities

**Starting salary: $1,500/month**

What this includes:

- Support for **3 Montessori schools**
- Full training in Montessori Thrive systems and processes
- Ongoing guidance and support from team leads
- Performance evaluated on:
  - Attention to detail
  - School satisfaction
  - Consistent follow-through

### Future Opportunities

We're growing quickly. Professional Administrators who excel may:

- Take on additional schools or hours

- Specialize in areas like enrollment, operations, or community engagement
- Move into leadership roles as the company expands

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## Our Ideal Professional Administrator

You're a natural helper who finds pride in making things work smoothly. You notice what needs to be done before anyone asks — and quietly, reliably take care of it.

You believe in Montessori deeply and want to support the schools doing this important work.

### You Are

- Highly organized
- A thoughtful communicator
- Proactive and solution-oriented
- Calm under pressure
- Reliable and detail-focused

### What Energizes You

- Seeing systems come together
- Supporting school leaders with confidence
- Creating structure out of chaos
- Being part of a mission-driven team
- Doing work that truly matters

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## You Must Be Comfortable With

**Remote work (for real):**
Reliable internet and a dedicated workspace are required.

**Being on camera:**
Your camera must be on for all meetings — with schools and internal team members.

**Multiple responsibilities:**
This is an active role with variety and momentum. You'll wear multiple hats.

**Feedback & growth:**
We value honest communication and continuous improvement.

**English proficiency:**
A minimum **CEFR C1** score is required. Test here:

**Trial period:**
All roles begin with a **60-day trial** to ensure mutual fit.

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## Our Values

**EXCELLENCE**
We pursue clarity, consistency, and quality in everything we do.

**COMMUNITY**
We work with care and respect — for each other, our clients, and the children they serve.

**INTEGRITY**
We do what we say, own our mistakes, and act in the best interest of the schools we support.

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## To Apply

Please send the following:

1. Your resume in PDF format:
   **Lastname.Firstname.PA.pdf**
2. A PDF of your completed personality quiz:

3. A link to your completed CEFR test:

4. A brief note explaining why you're excited about this role and why you'd be a great fit

**Send applications to:**

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## Thank You

We're looking for someone exceptional — not just capable, but aligned.

If you're excited about supporting Montessori schools while working in a thoughtful, collaborative environment, we'd love to hear from you.

If anything is unclear, please reach out — clarity matters to us.

We're building something special, and we hope you'll be excited to build it with us.