



**Rising Stars Preschool
Employment Opportunity**

Rising Stars Preschool, a non-profit preschool in La Pine, Oregon, announces an opening for the position of Director/Office Administrator. This position is responsible for managing the day-to-day administrative tasks of the preschool, including, but not limited to: communications with staff, teachers, parents and others; bookkeeping and accounting; supervising staff and volunteers; working closely with Board of Directors; maintain website and facebook page, facilitate monthly board meetings and seek and apply for grant opportunities. Classroom hours M-F, 8:30-11:30. Some flexibility with schedule; some hours during and outside classroom hours. \$13.75/hour; 15 hrs/week.

Qualifications for Director/Administrative Assistant: This position requires Early Childhood experience and at least two years basic bookkeeping and administrative duties. Experience with QuickBooks and Office software is beneficial. Must be able to effectively communicate with a variety of people including children, parents, staff and community agencies. Must maintain a current First Aid and CPR card and have access to reliable transportation. Must maintain a current food handler's card.

How to apply: Please submit a resume, cover letter and at least three professional and/or character references. Mail complete application packet to: Rising Stars Preschool, P.O. Box 866, La Pine, OR 97739; or email to: risingstarspreschool.board@gmail.com

Deadline for applications: Friday, June 28, 5 p.m.

Questions? Email: risingstarspreschool.board@gmail.com or call (541) 536-8362. You can also message us on our Facebook page.