

ADMINISTRATIVE ASSISTANT

MAIN STREET DAY CARE AND PRESCHOOL

Contact: Libby Hiner – Personnel Chairperson
c/o Main Street United Methodist Church
202 North Main Street
Suffolk, VA. 23434
757-477-3069

Main Street United Methodist Church is seeking a qualified applicant for the position of Director's Assistant for Main Street Day Care and Preschool, fully licensed by the state of Virginia.

Main Street Day Care and Preschool has a current enrollment of 100 children, aged infants through preschool and including a before and after school program. The center is open from 6:30 am until 6:00 pm, Monday through Friday, 12 months of the year with a staff of 35.

Education and Experience Sought:

- The Administrative Assistant must be at least 21 years of age.
- The Administrative Assistant must have graduated from an accredited high school.
- The Administrative Assistant must have at least 3 years of experience with child care/ preschool age level children. (preferred)
- The Administrative Assistant qualifications must meet or exceed qualifications as written in the Minimum Standards for Child Care in the Commonwealth of Virginia handbook.
- The Administrative Assistant must have the ability to manage both people and resources honestly, efficiently, and graciously, with evidence of emotional maturity and stability.
- The Director's Assistant must have competency in written and oral English, with the capability of using computer programs as required for this position.

Applicants Must Submit the Following Information:

- Resume and cover letter returned to the address listed or email to barbara@mainstumc.org
- References upon request
- Official higher education transcripts if applicable

Terms of Employment:

- **Date** As soon as possible
- **Salary Range** negotiable
- **Contract** Twelve Month Employee
- **Benefits** Annual and personal leave
- **Closing Date** April 15, 2021

Applications are available at the church office or online at www.mainstumc.org