



Community Nursery School of Massapequa

We are looking for a bubbly, organized and energetic person to become an office assistant for our nursery school. Position includes answering phones, maintaining files and records, greeting children upon arrival, providing classroom support when needed, occasional shopping for school supplies, participating in school-related functions, assisting the director whenever required, and straightening up at the close of school to ensure the facility is ready for the next day. Proficiency in Word and Excel. Google Docs and Sheets a plus. Hours: 9:00 a.m. to 1:00 p.m. This is a part-time, salaried position. \$16,000

Month off while Summer Program in session.

Please respond to this by sending resume to:

cnsmassapequa@gmail.com