



Bolton Hill Nursery

OFFICE MANAGER

BOLTON HILL NURSERY SCHOOL and CHILDCARE CENTER
204 W. Lanvale St.
Baltimore, Md. 21217

Do you believe that early childhood is a time for creativity, discovery, community and joy? But do you also harbor a yen to experience the inner workings of a small non-profit organization? If so, consider applying to become Office Manager at Bolton Hill Nursery, Inc, a full-service nursery school and childcare center in midtown Baltimore!

[Bolton Hill Nursery](#) School and Childcare Center (BHN) is hiring a full-time **Office Manager**, start date 11/16/2020 or earlier if possible. The position will entail managing all aspects of administration in the office and serving as a key support person for the onsite Executive Director and the remote-working Director of Operations. The ideal candidate will possess a Bachelor's degree, should be a life-long learner with a track record of strong problem-solving ability, and should possess a good sense of humor. A high level of proficiency in MS Office is essential and familiarity with website/social media management and Google Workplace would be a plus. 1-3 years of experience working in an office setting is recommended, though is not required. Willingness to pursue a 90-Hour Child Care Certificate (paid for by BHN) within the first six months of employment will also be a plus. A signing bonus commensurate with prior work experience will be offered to any hiree who is already licensed as a preschool teacher in Maryland.

Medical and retirement benefits are offered to all full-time employees at BHN, as well as six weeks of paid parental leave. The salary offer will be aligned with experience and should exceed the average salary for childcare center employees in the Baltimore region.

Interested candidates should **apply asap and by email only**.

Send an updated resume and cover letter explaining why you would like to work with us to Leigh Hibler, Director of Operations. lhible@boltonhillnursery.org.

Application deadline is 11/4/2020.

BOLTON HILL NURSERY, INC IS AN EQUAL OPPORTUNITY EMPLOYER