

Job Ad - Professional Administrator

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."

Who We Are:

We're a team of mission-driven, Montessori-obsessed professionals helping schools thrive from the inside out. We believe that every Montessori school deserves thoughtful systems, streamlined operations, and deeply aligned support to grow and sustain its legacy.

We're not your typical agency. We're partners, problem-solvers, and strategic thinkers who understand the unique rhythms of Montessori education. From enrollment and communications to parent engagement and marketing, we help take care of the "behind-the-scenes" work so school leaders can focus on what really matters—serving children.

Our team is fully remote, but deeply connected. We collaborate across time zones, stay focused on what matters most, and show up every day ready to make a difference in the lives of school leaders, educators, and families.

If you're passionate about Montessori and love keeping operations smooth, thoughtful, and effective, we want to meet you.

What We're Looking For:

We're looking for our next **Professional Administrator (PA)**—a remote, school-facing role dedicated to supporting a few Montessori schools. This is a full-time, work-from-anywhere position with a team that understands and respects your love for structure, systems, and service.

The right candidate is detail-obsessed, proactive, and has a deep respect for the Montessori approach. You bring a sense of calm to chaos, know how to get things done behind the scenes, and can toggle between tasks and tools with ease. You love supporting others, making systems run better, and helping school leaders breathe easier.

Your Responsibilities Will Include:

Enrollment & Marketing

- Identify each school's ideal prospective parent
- Collaborate with our internal marketing team to create strategies for attracting and retaining families
- Track engagement during the inquiry process and ensure follow-up systems are strong
- Refine school messaging and website content with clarity and care

- Offer custom content for social media, newsletters, and events

Community Building & Communication

- Manage and deliver regular newsletters
- Build and update parent directories and calendars
- Share local event opportunities and handle RSVP forms
- Keep school communication consistent, aligned, and on-brand

Operations & Systems

- Ensure each school is maximizing its CRM and website tools (training provided)
 - Manage calendars, lead forms, and internal processes that support the school team
 - Coordinate with our designers, content writers, and tech support as needed
 - Use a combination of our tools and the school's current systems to keep everything on track
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What You'll Need to Succeed:

- Admin, operations, or marketing experience—bonus if it's in a Montessori or independent school setting
 - Desire to understand the Montessori philosophy and how it impacts communication and school culture
 - Strong organizational and time management skills
 - Familiarity with tools like Google Workspace, CRMs, newsletters, and calendars—or a willingness to learn fast
 - Exceptional English proficiency, written communication skills, and professional presence
 - Ability to juggle multiple priorities, follow established systems, and stay ahead of deadlines
 - A calm, solution-oriented approach with an eye for what needs to get done
 - A commitment to work 9 am to 5 pm Central Time (US)
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Salary & Growth Opportunities:

- Starting salary: **\$1,500/month**
- You'll be matched with **3 Montessori schools** to support consistently
- You'll be trained in our systems, with full support from our team leads
- You'll be evaluated based on attention to detail, school satisfaction, and consistent follow-through

Future Opportunities:

We are growing quickly. PAs who excel will have the chance to take on more hours, specialize in areas of interest (enrollment, operations, community engagement), or move into leadership roles as we expand.

Our Ideal Professional Administrator:

You're a natural helper who takes pride in making things run smoothly. You're the kind of person who sees what needs to be done before anyone asks—and then just quietly gets it done. You believe in Montessori deeply and want to support the schools doing the work.

You Are:

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

- Seeing systems come together
 - Helping school leaders feel confident and supported
 - Creating structure out of chaos
 - Being part of a mission-driven team
 - Delivering work that makes a difference
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You Must Be Comfortable With:

Remote Work (for real):

You need a reliable internet connection and a dedicated workspace where you can stay focused and professional during school hours.

Being on camera:

To build trust and maintain strong relationships, your camera must be on during all meetings—whether with schools or internal team members.

Multiple Responsibilities:

You'll wear many hats—this isn't a role with long stretches of idle time. We need someone who thrives in motion and can manage a variety of school needs throughout the week.

Feedback & Growth:

We believe in honest communication and continuous improvement. You'll receive support and feedback regularly, and we hope you'll offer the same in return.

English proficiency:

This role requires a strong grasp of the English language, both written and verbal. We require that candidates achieve a minimum CEFR score of C1. You can test for free here: <https://assessment.corporate.ef.com/public/test/edc6734d-00d3-4289-ace9-8bc17809baad>

Trial Period:

All new roles begin with a 60-day trial period so we can make sure it's the right fit for you and the schools you'll support.

Our Values:**EXCELLENCE**

We strive for clarity, consistency, and quality in every task. Whether it's building an email list or coordinating a school tour, excellence is non-negotiable.

COMMUNITY

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

INTEGRITY

We say what we mean, own our mistakes, and always act in the best interest of the schools we support.

To Apply:

Please send the following:

1. Your resume in PDF format named: [Lastname.Firstname.PA.pdf]
 2. A PDF of your completed personality quiz: <https://www.16personalities.com/free-personality-test>
 3. A link to your completed CEFR language test: <https://assessment.corporate.ef.com/public/test/edc6734d-00d3-4289-ace9-8bc17809baad>
 4. A brief note explaining why you'd be a great fit and what excites you about this role
 5. Email submissions to: elizabeth+PArole@nidomarketing.com
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Thank you!

As you can tell, we're looking for someone exceptional to join our team. If you're excited about helping Montessori schools thrive while working in a collaborative, upbeat environment, we'd love to hear from you. If anything about the role or the application process isn't clear, don't hesitate to reach out—we're happy to answer any questions.

We're building something special here, and we want you to be just as excited about joining us as we are about having you. Let's make an impact together.

Thank you for your time and consideration—and best of luck in your job search!