

Part-time Preschool Administrator needed | Bloomington, MN

St. Michael's Lutheran Church in Bloomington is looking for a part-time preschool administrator. The position averages 17 hours per week during the school year and 10 hours per week during the summer with typical school holidays. The exact schedule is flexible and varies depending on preschool needs and special events. Classes are in session September – May.

Good candidates will have strong oral and written communication skills, competency with Microsoft Office (Word and Excel), as well as strong organizational, problem solving, and time management skills and be comfortable setting priorities and budgeting time efficiently and independently with a desire to work as a team in a fun and flexible environment.

This position is hourly with a pay range of \$22-24 per hour depending on experience and qualifications.

Interested candidates should contact Vanessa Kimball, Preschool Committee Chairperson, at kimball.vanessa@gmail.com for a Job Description and Application.