



Operations Manager + Administrative Assistant (ECE Preferred)

Enchanted Forest Foundation

✦ A grounded leadership role supporting a calm, relational early childhood program ✦

We are looking for someone who can **hold the day-to-day operations and administrative flow** of our program with steadiness, clarity, and care.

This role allows the Director to step out of daily management while you help keep everything running smoothly behind the scenes.

YOU WILL:

- Coordinate staffing + daily operations
 - Support admin systems (Brightwheel, registration, communication)
 - Be a steady point of contact for staff
 - Help maintain a calm, organized, beautiful environment
 - Problem-solve and support the flow of the day
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YOU ARE:

- Organized, reliable, and proactive
- Calm under pressure
- Clear and grounded in communication
- Able to take initiative and make decisions
- Aligned with relational, child-centered care

✦ **ECE or ECEA certification preferred** ✦

DETAILS:

24–40 hours/week
Starting at \$22/hour
Start immediately

TO APPLY:

Send a short introduction + resume

We're looking for someone who can truly **hold the structure of the space** so the rest of the work can unfold with ease.

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