

ADAMS Radiant Hearts is looking for loving and nurturing staff:

**Assistant Teachers:**

**Candidates:**

1. Must hold at least a high school diploma from an American or International School.

2. Must be fluent in English.

3. Must be legally eligible to work in the U.S.

4. Must be able to work from 9am-1pm, Monday-Thursday.

5. Prior experience working in a Preschool will be preferred.

6. Must be a team player.

**Administrative Assistant**

**Candidates:**

1. Must hold a Bachelor's Degree from an American or International School

2. Must be fluent in English & proficient in English grammar

3. Must be legally eligible to work in the U.S.

4. Must have some administrative experience

5. Must be proficient with Microsoft Word & Excel, able to enter simple data entries.

6. Must be able to work from 8am-5pm, Monday-Thursday.

**Floaters:**

**Candidates:**

1. Must hold at least a high school diploma from an American or International School.

2. Must be fluent in English

3. Must be legally eligible to work in the U.S.

4. Must be able to work from 9am-3pm, Monday-Thursday

5. Must be a team player.

Interested candidates can send their resumes to: info@adamsrha.org Last date of submission is July 20th, 2021.