



## **Small Friends Employment Opportunities**

Small Friends is seeking:

*Assistant Teachers and Infant, Toddler and Preschool Teachers*

Small Friends aims to support uncertified educators and certified educators in pursuing meaningful qualifications and ongoing professional development to build their knowledge and skills working with children. We have seen that well-prepared, well-supported educators are vital to ensure all children served in Early Education and Care-licensed programs received high-quality education and care.

To support educators in their pursuit of working in the Early Education and Care field Small Friends will work one on one with an individual to help guide them on a path to Teacher Certification through the Department of Early Education and Care.

If you're a team player and love working with children then we would love for you to join our Small Friends family! We are looking for individuals to join our team of dedicated, energetic, creative and caring Early Childhood Professionals.

All candidates must be willing and able to live year round on the island of Nantucket.

Qualified candidate will work full time, 40 hours a week, Monday-Friday. Small Friends offers a generous PTO (Paid Time Off) Policy along with Health, Dental and Vision Insurance.

*Development Director*

The Development Director is a 20-25 hour (hourly) position. This position has flexible hours and the option to work remotely. Responsible for coordinating, implementing and supervising a comprehensive fundraising, grant writing, and events program for Small Friends.

Desired Qualifications:

- \*Bachelor's degree or equivalent preferred
- \*Experience with Microsoft Word, Excel and PowerPoint
- \*Familiarity with preparing grants

### *Marketing Director*

The Marketing Director is a Per Diem hourly position. This position has flexible hours and the option to work remotely. Responsible for implementing a comprehensive marketing and advertising program for Small Friends to help increase visibility of Small Friends events. Manages internal and external communication of the center including marketing, advertising and public relations.

Desired Qualifications:

- \*Bachelor's degree or equivalent preferred
- \*Experience with Microsoft Word and Design software
- \*Familiarity with social media platforms and website knowledge

\*Small Friends offers a generous PTO (Paid Time Off) Policy along with Health, Dental and Vision Insurance for full time employees.

Interested applicants please send letter of interest and resume to Nichole Olson at [nolson@smallfriendsnantucket.org](mailto:nolson@smallfriendsnantucket.org).