



**Position: Administrative Assistant**

**Application Deadline:** May 14, 2021 or Until Filled

**Position Details:** Full time.

[Please click here to read the full job description.](#)

MACS is a K-8 charter school in Nashua, NH with approximately 250 students.

Competitive charter school contract complete with benefits package, IRA, Life Insurance, Short Term Disability, and paid time off. Candidate agrees to submit to a Criminal Background Records and Fingerprinting Check and a physical.

**Complete applications should include: letter of interest, certified employment application (see below to download), resume, transcripts, and 3 letters of reference.**

[Click here to download the certified employment application.](#)

Completed applications and required documents should be emailed to school Director Amy Bottomley at [abottomley@macsnh.org](mailto:abottomley@macsnh.org)

**OR mailed along with other documents to:**

**MACS - c/o HR  
591 W. Hollis St  
Nashua, NH 03062**