

Company Name: Monti Kids

Job Title: Typist & Intern to Founder and CEO

Location: Oakland, CA

We are a venture backed start-up bringing Montessori educational play to the home for children ages 0-3, along with an online curriculum for parents. This is a great opportunity for someone interested in early childhood education and entrepreneurship to work directly alongside the CEO and get first hand experience on how an educational start-up is run and how product and curriculum is developed. This full-time position will literally “be the hands” of the Founder and CEO of Monti Kids by supporting her in the daily operations of launching and growing the company globally.

### **Responsibilities**

- Type all work for the CEO including email correspondence, text messages, voice recordings, written curriculum, administrative paperwork
- Check completed work for spelling, grammar, punctuation, and format
- Proofread documents, emails or other files to ensure accuracy
- Print and make copies of work
- Reformat digital documents by moving paragraphs, data, or images
- Transmit work electronically to other locations via Google Drive, Dropbox, Email
- Organizing documents electronically; maintain an organized filing system with accurate filenames
- Perform administrative tasks including making phone calls, scheduling appointments, taking notes

### **Requirements**

- Proficient in typing; able to transcribe quickly and accurately as dictated to you by the CEO verbally
- Excellent written and verbal communication skills; has a solid foundation in the English language (grammar, spelling, punctuation)
- Outstanding organization, attention to detail and interpersonal skills
- Great at taking direction
- Tech savvy - Proficient in Mac, Microsoft Word, Gmail, Google Drive, Google Calendar, Keynote, Dropbox, Skype
- Able to complete administrative tasks with minimal supervision
- Comfortable sitting/standing in front of a computer for long periods of time
- A positive, hard working, kind, honest and kid-friendly team member
- Residing in the Bay Area

Please email a resume and cover letter to [kristien@montikids.com](mailto:kristien@montikids.com)

### **About the Founder**

Zahra Kassam is Founder and CEO of Monti Kids Inc., an Angel-backed start-up bringing educational play to the home for children from birth to three. Zahra holds a BA in Psychology from Harvard and a Master's degree from the Harvard Graduate School of Education. She is an internationally certified Montessori teacher for ages zero to six. Zahra has worked as a teacher, school administrator, school counselor, and private consultant to schools and families. Through Monti Kids, Zahra intends to publicize the formative nature of the first three years of life and to help parents maximize their child's potential during this time. Monti Kids features a built in donation program and scholarships, thereby reaching families at all income levels. Zahra has been nominated for the 2016 Dalai Lama Unsung Heroes of Compassion Awards for her work for children.

### **About Monti Kids**

85% of the brain is formed by age three; this early period is critical in shaping a child's mind and future. Unfortunately, parents are left guessing how to create a stimulating environment during these formative years. Monti Kids brings educational play to the home, for children from birth to three, by giving parents access to the world-renowned Montessori curriculum. We provide customers with home deliveries of Montessori educational toys, tailored to their child's stage of development. Parents gain access to our online curriculum and may contact our team of experts for personalized advice. When children outgrow Monti Kids, families have the option to enter our donation program for underserved children. [www.montikids.com](http://www.montikids.com)

### **Monti Kids' recent honors include**

- Invitation to the White House Early Education Summit
- Voted to speak on stage (out of 300 attendees) at the Lego Ideas conference
- Invitation to the Goldman Sachs Global Leaders of Education Meeting
- Invitation to collaborate with Shakira and Fisher Price on an early education app for parents
- Raised a Seed round from some of the most respected individual and institutional investors