

Job Title:	Etiquette Instructor	Job Category:	Development
Department/Group:	Development	Job Code/Req#:	N/A
Location:	Various	Travel Required:	Yes; 5%
Level/Salary Range:	Hourly: \$10.50	Position Type:	Part-time; hours will vary
HR Contact:	Ms. Taneesha Thomas	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Until vacancy filled
External posting URL:	www.mindyourmannersetiquette.com		
Internal posting URL:	www.mindyourmannersetiquette.com		
Applications Accepted By:			
E-mail: inquires@mindyourmannersetiquette.com Attention: Hiring Manager RE: Etiquette Instructor Position		Mail: Hiring Manager Mind Your Manners Etiquette School, Inc P.O. Box 13954 Maumelle, Arkansas 72113	
Job Description			
<p>Role and Responsibilities</p> <p>We are looking for a responsible, well-spoken, vibrant and fun Etiquette Instructor to engage and teach children the art of etiquette. Have a knowledge of protocol norms and high energy character. You will work closely with the Managing Partner and have the ability to work without constant supervision. The responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> • Teach various etiquette lessons to children • Setup for each scheduled lesson and take down completed lessons • Greet students and parents at each lesson • Report to Managing Partner details of each scheduled lesson hosted <p>Qualifications and Education Requirements</p> <ul style="list-style-type: none"> • High School graduate, with some College coursework at minimum • Excellent verbal and written communication skills, REQUIRED • Advanced knowledge of etiquette norms and Professional image is REQUIRED • Ability to use discretion and confidentiality, REQUIRED • High ability to multi-task and prioritize daily workload • Ability to work under pressure and deadlines • Advanced Sales background, REQUIRED • Advanced experience working with and teaching children, REQUIRED 			