

Job Posting:

Administrative Assistant

Calvin Christian School's Elementary Campus is accepting applications for an administrative assistant. The Administrative Assistant will support the efficient day-to-day operation of the school through various clerical, administrative, and operational tasks. This role ensures a welcoming environment for students, parents, and staff. The position begins with a two-week onboarding period to familiarize you with our systems, procedures, and team.

Key Responsibilities:

- Manage front office duties, including greeting visitors, answering phones, and responding to emails.
- Provide administrative support to the principal, assistant principal, and other staff members.
- Maintain accurate student records and school data management
- Serve as a liaison between the school administration, teachers, parents, and students, and work in collaboration with the Collegiate campus administrative assistant
- Assists with planning and organizing school events, including parent-teacher conferences, fundraisers, and Grandparents Day.
- Handle sensitive information with confidentiality and professionalism.

Qualifications:

- High school diploma or equivalent required; Administrative Assistant certification preferred.
- Previous experience in an administrative or clerical role, preferably in an educational setting.
- Excellent organizational and multitasking abilities.
- Strong written and verbal communication skills.
- Proficiency in office software (e.g., Microsoft Office Suite, Google Workspace, Adobe suits).
- Familiarity with school management software is a plus (e.g. PowerSchool, FileMaker)

- Ability to work independently and as part of a team.
- High level of discretion and confidentiality.

Working Conditions:

- 10.5 month contract position
- Full-time position, 40 hours per week, Monday to Friday, following the school calendar
- Some evening or weekend work may be required for special events.
- Position involves regular interaction with students, parents, and staff in a busy office environment

Compensation

- Salary: \$34,000-\$37,000
- Benefits: health and pension benefits

Application Process: Applications will be accepted until November 1. The position begins with a two-week onboarding period beginning on December 16 to ensure a smooth transition and thorough training.

To apply, please send a cover letter and resume, along with your statement of faith to:

Mrs. Alisha Thiessen, Principal
Calvin Christian School - Elementary Campus
245 Sutton Ave. Winnipeg, MB, R2G 0T1
Phone: (204) 338-7981
Fax: (204) 339-3280
Email: thiessena@calvinchristian.mb.ca

Prior to being hired, the applicant will also be asked to provide a Child Abuse Registry check and a Criminal Record Check. A pastor reference will also be required. We appreciate all applications, however, only those shortlisted will be contacted.