



Olivet New Church and School

Academic Excellence and Christian Values Since 1893

The New Church is a new Christianity dedicated to serving the Lord God Jesus Christ through commitment to His ways and service to others. At Olivet New Church and School we work to maintain a team environment with a close-knit community, aiming to uphold the philosophies of mutual support, respect, integrity and accountability.

ADMINISTRATIVE ASSISTANT

Part-Time

The purpose of this position is to assist in the efficient day-to-day operation of the church and school office. The Administrative Assistant provides administrative support primarily to the Principal. Involves coordinating general office operations, greeting & attending to church & school visitors, staff, and student requests, and assisting with marketing efforts.

Key responsibilities and expectations:

- Manage and maintain school records
- Manage school registration and fee processes
- Purchase, receive and store office supplies
- Update and ensure the accuracy of the organization's databases
- Provide administrative support to Principal
- Coordinate the maintenance of office equipment
- Assist with overflow work from/fill in for the Executive Assistant
- Coordinate parent-teacher conferences
- Assist with distribution of communication materials
- Assist with fundraising events
- Coordinate Scheduling Volunteers

Key Qualifications:

- Very strong skills in Microsoft Word and Excel as well as good record-keeping skills required
- Strong proficiency in the use of computer word processing, databases, spreadsheets, email, internet and office equipment; Experience with MS Office and relational data bases an asset
- Organization skills: Set priorities, work schedule, monitor progress towards goals
- Strong service-related people skills and problem solving skills
- Great command of English language with strong written & oral communication skills and close attention to spelling, grammar and punctuation, as the role involves editing communications
- Utmost sensitivity and commitment to confidentiality
- A strong moral code in all areas, demonstrating a willingness to maintain general philosophies of the organization and general comfort level working in Christian/religious setting
- Focus on Client Needs
- Commitment to teamwork

- Decision-Making and Problem-Solving Skills
- Professionalism, conscientious work standards and accountability
- Understanding of ethical behaviour and business practices
- Relationship-Building with others, both internally and externally
- Punctuality and good attendance

Educational Requirement

- Minimum: High School Diploma; ideally College graduate or equivalent work-related experience
- Minimum 2-3 years' administrative experience in an office setting

Contract Commitment:

- Involves approximately 28 hour per week; exact schedule to be determined.

A *Police Reference Check* will be required. Also, following Government of Ontario mandates, all employees in a school building must provide proof of vaccination or complete a Gov't. sponsored COVID educational program¹ and undergo regular rapid antigen testing.

How To Apply

Applicants should send a resume and cover letter to Val Younan, as soon as possible, at val.younan@olivetnewchurch.org outlining how they meet the specific requirements of the position.

¹ Except if unvaccinated due to a permitted medical reason