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 program[[1]](#footnote-1) 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](about:blank) outlining how they meet the specific requirements of the position. Posting end date: **October 11, 2021.**

1. Except if unvaccinated due to a permitted medical reason [↑](#footnote-ref-1)