

# **PCS Summer Administrative Assistant**

Pickering Christian School Ajax, ON

\$15/hour - Contract

Position dependant on funding from Canada Summer Jobs Funding

## **Organization:**

Pickering Christian School is an Christian Elementary school (JK - Grade 8) that has been in operation for over 30 years in the Durham Region. Our mission at PCS is to “educate the whole child” in a nurturing environment, partnering with parents with a Bible-based perspective to develop attributes of Christ, academic excellence, and an attitude of service to others.

## **Start and End dates:**

Start date approx. - May 6, 2019 (negotiable) End date approx. August 23, 2019 (16 weeks).

## **Description and Responsibilities:**

We are currently seeking a Summer Administrative Assistant to join our team. The Administrative Assistant will be responsible for supporting the Office Administration team. This position is well suited to someone who is interested working in the education field or non-profit sector. The job will include, but not be limited to:

- Support the Office Administration team with daily duties and provide primary office support through the summer months (answering of phones, greeting of guests, and interaction with current families or students)
- Help with any end of year events including 2019 Community Day, Graduation, Water Down Day and Teacher training
- Aiding with enrollment process (tracking, documentation, and communication with interested families)
- On-site liaison for all summer rentals
- Compile all summer documentation and mailings for new school year
- Design templates for various procedures and checklists for new school year
- Help with updates to website and social media platforms

## **Qualifications:**

Preference to applicants with the following qualifications:

- Current enrolled and returning Post-Secondary college or university student with preference given to someone focused on the non-profit sector or education fields.
- Has non-profit volunteer or employment experience
- Proficient with office software (Word, Excel, Desktop Publishing)
- Well organized and able to multi-task with the ability to problem solve
- Good communication and interpersonal skills, especially when it comes to written work

## **Supervision and Mentoring Plan:**

The position will be supervised by our Director of Development and the Office Administrator on a daily basis while on-site. The Director of Development and Office Administrator will outline responsibilities for daily and weekly tasks as well as provide direction when it comes to stand alone projects. A mentoring relationship will be facilitated as part of our Summer Works Employment project, where all summer students will meet with the Director of Development and review key employment strategies for problem-solving, conflict management, working with others and taking initiative. These sessions will take place monthly. There will also be exit reviews upon the completion of the position at the end of the summer.

## **Health and Safety Plan:**

All Summer Works Employment positions will complete Ontario Health & Safety Act Online training as well as receive a walk through and explanation of all health & safety procedures for the organization.