



Administrative Assistant Needed Beginning Fall 2024

Mountain View Christian Academy is accepting applications for an Administrative Assistant for the school year 2024-2025.

The admin assistant will primarily maintain the orderly operation of the office by providing comprehensive administrative support. This role involves a range of organization tasks such as courteously handling internal and external communication (responding to emails, phone calls, and inquiries), data entry (report cards), record keeping (employee and student files), and maintaining databases (MyEd), ensuring that information is accurate and accessible. Responsibilities also include managing schedules, organizing meetings, coordinating travel arrangements and doing basic financial tasks such as processing invoices and expense reports. The admin assistant will also assist in preparing documents, reports, and presentations, while also maintaining office supplies and equipment. The ideal candidate should be able to multitask, manage time effectively, communicate efficiently, and contribute to the overall productivity of the school.

Mountain View Christian Academy is a Christian educational institution that anchors its purpose to the authority of God's Word. Our vision is to lead students to a deep and profound relationship with Christ. We are committed to our calling to humbly rely on God to lead us as we demonstrate to students how to work diligently, give our best to God, and surrender our lives to His Kingdom work. We will provide students with a safe, loving, and encouraging environment while fostering excellence in academics, trades, and mission work.

We are committed to providing a dynamic Bible-based learning environment with high standards in academic as well as practical life skill applications. We aim to exemplify and teach:

1. Spiritual discernment and the value of a personal walk with Jesus Christ.
2. Critical thinking for seeking the path of righteousness.
3. The identification and development of unique gifts.
4. Awareness and stewardship of creation.
5. Servant leadership in the community.
6. Communication skills and development.
7. An enthusiastic approach to lifelong learning for all vocations.

We are searching for an administrative assistant who has great organization and communication skills and has a heart for service.

REQUIREMENTS

- Born Again believer.
- Evidence of commitment to the Christian faith and service in the local church.
- Ability to work in a collaborative, inclusive work environment.
- Computer skills and aptitude for learning new software and systems.

If you would like to join our team please send the following to info@mvcaweb.ca :

- Cover Letter and resume with at least three personal references
- Personal statement of faith and personal testimony
- Pastoral reference letter
- Copies of relevant training and certificates

Jeffrey Panag - Principal
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