



Administrative Assistant Needed Beginning Fall 2024

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

An admin assistant provides front-desk coverage by answering phone calls, greeting and accommodating guests, managing incoming/outgoing mail, and maintaining an organized, clean office environment. Their responsibilities include responding to emails, distributing memos, letters, and forms, scheduling meetings and/or appointments, preparing and submitting report cards, maintaining the filing system and overseeing office supplies. The admin assistant will provide support to students, teachers, and the principal with tasks that need to be completed such as printing, taking messages, laminating, photocopying, scanning, etc. The ideal candidate should also have proficiency in Word and Excel, and an aptitude for learning new software such as MyEd, and programs.

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 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. Our aim is 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 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 in 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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