



**Heritage**  
CHRISTIAN ACADEMY

## Heritage Christian Education Society Calgary (HCESC) Temporary Administrative Support Assistant

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Reporting to the HCESC Office Manager, or designate, the Temporary Administration Support Assistant will provide general administrative assistance to HCESC staff.

### **Key Responsibilities**

- Basic graphic design work and/or video editing (if skill set enables).
- Prepare and schedule social media posts and website updates for the 2021-2022 school year.
- Prepare and send out promotional materials to approved organizations and stakeholders.
- Conducting research; compiling data; and preparing reports for consideration and presentation.
- Cover reception duties.
- Update inventory files (photos and data entry).
- Document management including photocopying; preparing, organizing and filing documents, reports and records.
- General administrative duties as requested by the Office Manager including but not limited to updating organization policies and forms and uploading to internal website.
- Purchase (as approved), organize, and prepare items for school special events.
- Other responsibilities as assigned.

### **Qualifications**

- Must be in agreement with the Heritage Christian Academy Statement of Faith and provide a signed copy of our Staff Covenant. Must provide a police check and sign a confidentiality agreement.
- Must meet the Canada Summer Job eligibility requirements

### **Experience:**

- Strong computer skills in MS Word, Excel, Google Drive, Power Point and Adobe.
- Creativity and Knowledge of Adobe Creative Suite an asset.
- Experience with, or willingness to learn and use the Salesforce database.
- Strong oral and written communication skills, good organizational skills, and excellent attention to detail are all essential.
- Enthusiastic personality, strong relational skills and enjoys working with a team.
- Self-motivated, able to work independently, and as directed.
- Problem-solving – identifying and attempting to resolve problems in a timely and efficient manner by gathering and analyzing information skillfully. Asks for support as required.
- Familiarity with Heritage Christian Academy programs an asset.
- Able to lift up to 20 lbs.



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**Work Hours & Compensation:**

Hours are negotiable (up to 35 hours/week) starting June 1, 2021 (or later) and ending on or before August 31, 2021. Pay is \$16/hour.

**Applications accepted by email:**

Please submit your resume to [jwiebe@hcacalgary.com](mailto:jwiebe@hcacalgary.com)