

15641-96 Ave
Edmonton, AB, T5P 2R7
Ph/Fax: 780-481-2942
www.kidsontrack.org



Job Title : Summer Administrative Assistant- 1 position available

Position: 16 weeks, 40 hours/week

Start date: May 1, 2017 (grant dependent)

Location : 15641-96 Ave, Edmonton AB

Rate of pay : \$15.50/hour

Apply with cover letter and resume. Please include relevant course descriptions and certificates and volunteer work. Please include any experience working, volunteering, or participating in a faith based organization. Please send to kristy@kidsontrack.org

Duties and Responsibilities:

- Provide the administrative support needed to prepare and operate our summer programs
- Assist parents in registering their children in the summer programs
- Cash handling and reconciling
- Set up appropriate record management files to handle registrations, mail outs, attendance, and accounts
- Answer phones and relate program information to the public
- Assist in planning and implementing summer fund raising events
- Coordinate a team of volunteers for fundraising events
- Solicit prizes and sponsorships for the fundraising events
- Cover the general administration tasks of full time administrative assistant during vacation time
- Provide substitution for summer program staff if needed

Requirements/Skills:

- Must be in agreement with the Christian mission of the organization
- Must be competent in computer skills especially Microsoft Office programs including Word, Excel, Publisher
- Must have experience in data management programs
- Must have pleasant manner and able to respond appropriately to the public
- Basic book keeping skills in a computer accounting program an asset
- Must be an experienced leader, able to direct and instruct others in organizing tasks to be done
- Must have basic administrative and management skills
- Must be organized and detail oriented
- Must have basic marketing skills
- Valid driver's license and access to a vehicle an asset
- Must submit a clear Police Security Check and an Intervention Record Check
- Minimum of 18 years of age and under the age of 30 (grant requirement)
- Must have been a full time student in the previous school year, and enrolled as a full time student for the upcoming year (grant requirement)
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada (grant requirement)

Organization Description: Kids On Track is a Christian faith based organization that serves disadvantaged children, youth and families. Central to the mission of Kids On Track is the provision of Christian instruction, mentorship, and faith experiences for children. Applicants will need to be in agreement with our organization mission, values and beliefs, and lifestyle policy. They should contact the organization for further details prior to applying. Please check www.kidsontrack.org for further program information.