

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 11 (grant dependent)

**Location :** 15641-96 Ave, Edmonton AB

**Rate of pay :** \$16.00/hour

**Apply with cover letter and resume. Please include relevant course descriptions, certificates, and volunteer work. Along with all relevant experience, please include any experience working, volunteering, or participating in a faith based organization. Please send to [kristy@kidsontrack.org](mailto:kristy@kidsontrack.org)**

**Duties and Responsibilities:**

- Provide the administrative support needed to prepare and operate our 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 any summer fundraising events
- Assist in equipment management
- Assist in maintenance of donor database
- Assist in researching and developing grants for upcoming program year
- 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 such as solicitation of donations
- 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 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 community building organization that provides hope, direction, and ongoing support for children, youth, and their parents. Educational, social, spiritual, and recreational elements are combined to deliver well-rounded programs. We cultivate relationships with participants encouraging their faith, character and leadership development, social skills, and lifestyle choices. We strive to support families that have limited opportunities due to various challenges.