



ACSI Western Canada exists to strengthen Christian schools in Western Canada as they prepare students academically and inspire students to become devoted followers of Jesus Christ.

Administrative Assistant–Events

We are currently seeking to fill a continuing part-time position in our Airdrie office. The successful applicant will agree with our Statement of Faith and have the skills listed below. As a Christian non-profit organization, we are looking for a follower of Christ who wants to participate in our mission of strengthening Christian schools through helping our educators discover and acquire great teacher resources for their classes.

Job Description:

- Assist in the planning and coordination of the many educator and student events ACSIWC offers each year. This includes venue co-ordination, registration implementation, payment processing, material preparation, written and verbal communication with all stakeholders.
- Assist with other office tasks related to other ACSIWC services.

Qualifications:

- 3-5+ years relevant experience in a similar administrative capacity simultaneously planning multiple events, both large and small
- Proficiency in Microsoft Office applications including Excel, PowerPoint, Word, Teams, Publisher
- Experience with Google Drive and other Google based platforms
- Ability to multi-task and adapt to changing priorities in a fast-paced environment
- Organizational and analytical skills to keep track of all details involved in event planning.
- Quick learner with a keen eye for the smallest of details
- Excellent customer service and communication skills both written and verbal
- Self-starter, flexible, and able to work equally well both independently and within a small team

This position will commence April 6, 2021 and will be 3 days per week–Tuesday, Wednesday & Thursday–from the middle of August to the end of June. Additional hours may be required during the peak fall and spring event season.

Application Deadline: March 5

Qualified applicants are invited to submit a resume and cover letter including their personal testimony via email to the attention of Phil Hills at aboffice@acsiwc.org. Please add *job posting* in the subject line.

We thank all applicants for their interest in ACSI Western Canada, however, only suitable candidates will be contacted to continue the application process