



PARKVIEW ADVENTIST ACADEMY - LACOMBE, AB

Office Manager/Educational Assistant ~ Full-time Position

Parkview Adventist Academy is hiring a full time office manager/Educational Assistant for the 2025-2026 school year. We are a vibrant and growing multicultural Adventist High School located in Lacombe, Alberta. We are looking for a positive, flexible and supportive team member to support our students, staff and administration. The suitable candidate will be the first face of our school and as such will possess a positivity and have the desire to represent our school values in the best way possible.

Requirements and Skills:

Office Manager Role

- ☐ The candidate must have administrative experience of 5+ years.;
- ☐ Additional training/certifications/degrees in business administration are considered an asset;
- ☐ Very strong organization, time management and planning skills in a fast-paced environment;
- ☐ Ability to multitask and clearly prioritize work;
- ☐ Confidence with communications in all forms (ie. phone, social media, school newsletter, FM system)
- ☐ Positive and meaningful interpersonal skills
- ☐ Streamlining and developing effective and efficient work systems.

Educational Assistant Role

- ☐ Streamlining and developing effective and efficient work systems.
- ☐ Work with students with learning difficulties and/or behavioral challenges;
- ☐ Provide assistance for student learning in the classroom under the supervision of the classroom teachers;
- ☐ Assist in preparing instructional activities and maintaining a healthy learning environment;
- ☐ Work independently and in cooperation with teachers and the school administrative team;

This position will include secretarial duties, such as:

Communications & Front Office

- ☐ Greet and assist visitors and manage visitor sign-in/out.
- ☐ Answer phones and assist callers.
- ☐ Draft and distribute emails to parents and students.
- ☐ Prepare and distribute monthly newsletters.
- ☐ Maintain bulletin boards, school TV carousel, and signage.
- ☐ Support online communication (Facebook, Instagram, Twitter).
- ☐ Update and manage the school website and Google Calendar.

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Office & Financial Management

- ☐ Order office supplies, paper, and promotional materials with principal approval.
- ☐ Manage office signage and classroom/course postings.
- ☐ Oversee student worker timecards.
- ☐ Manage deposits, issue receipts, assign purchase orders, etc
- ☐ Maintain office drive and dashboards.

Graduation & Events

- ☐ Order and return graduation regalia.
- ☐ Assist in graduation ceremonies and other school events.

Additional duties may be prescribed, as deemed reasonable, by the principal or vice-principal.

Deadline for applications: Until position is filled.

Please address your application to Mr. Dani Desjardins at principal@paa.ca.

Applications must include a cover letter, resume and two references.

While we appreciate all submissions, only those selected for interviews will be contacted.

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