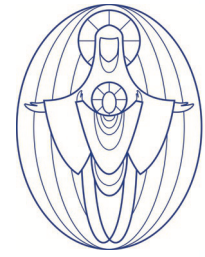


IMMACULATE HEART OF MARY SCHOOL



invites applications for the following part-time, one-year term position with potential for extension;
Effective immediately – June 30, 2027.

Administrative Assistant

Immaculate Heart of Mary School is Manitoba's only Ukrainian Catholic school. The vibrant school community comprises approximately 230 students from Kindergarten through Grade 8.

Key Areas of Responsibility

- Process all student registrations and maintain accurate records
- Serve as the primary steward of the Edsebli Student Information System
 - Ensure the accuracy and integrity of all records, including attendance, student progress reports and student/parent / staff information
- Process and submit provincial Education Information System (EIS) data to the provincial government
- Oversee the School Volunteer Program
- Develop weekly eNews for school community
- Develop and post content of school events on social media
- Coordinate purchasing and inventory of office and classroom supplies
- Greet visitors, answer phone calls, and respond to inquiries in a professional and welcoming manner
- Supervision of students on the playground and back lane
- Provide administrative and logistical support for major fundraising and events
- Assist with set up and take down for school activities and special events
- Assist with general administrative support

Qualifications and Assets:

- Previous experience in an educational or public-sector office setting preferred
- Proficiency in Apple Pages word processor, Microsoft Office Suite (Word, Excel)
- Familiarity with student information system databases would be an asset but not required
- Standard First Aid/CPR
- Self-motivated with strong organizational skills
- Time management ability to prioritize responsibilities and manage multiple deadlines
- Personable, service-oriented, and able to work collaboratively
- Clear and effective written and verbal communication skills
- Knowledge of the Ukrainian language is an asset
- Ability to handle sensitive and confidential information with discretion and care
- Ability to represent the school in a professional, respectful, and mission-aligned manner
- Demonstrate a philosophy in keeping with Catholic education and the values of IHMS

A clear Criminal Record Check and Child Abuse Registry check must be submitted before commencement of employment.

To apply, please email a cover letter, resume, and three professional references to:

Human Resources Committee
Immaculate Heart of Mary School
650 Flora Avenue
Winnipeg, Manitoba, R2W 2S5
E-mail: ihms@ihms.mb.ca
Fax: (204) 586-6698

Only those candidates selected for an interview will be contacted.

Closing date for applications: Wednesday, June 17 (otherwise, open until filled)