

Overview: Since 1979, Foothills Academy Society has been a leader in working with children and youth with Learning Disabilities and associated disorders. We are a Designated Special Education Private School for grades 3-12. Our year-round Community Services department reaches over 1,000 individuals annually. We are a charitable organization with a strong culture of philanthropy.

The Foothills Academy Society invites applications for the following position:

Administrative Assistant – Communications & Fundraising

Foothills Academy is seeking a dynamic, dedicated and enterprising individual for the position of Administrative Assistant – Reporting to the Manager of Marketing and Communications the successful candidate is expected to support both the Manager of Marketing and Communications and the Manager of Community & Alumni Engagement in order to promote and support the work being done at Foothills Academy.

General Duties:

Communications & Marketing

- Compile and edit regularly scheduled e-newsletters
- Schedule Social Media assets into social media platforms
- Print and maintain stock of all in-house printed items
- Update email lists for campaigns as needed

Fundraising

- Process donated merchandise in preparation for fundraising events
- Maintain records of donated merchandise
- Support fundraising events by assisting with the set-up, activities and take-down
- Maintain a list of school parent volunteer commitments
- Enter data into DonorPerfect for receipting

General Office Duties

- Perform various office duties such as data entry, typing, filing, and photocopying
- Cover the main reception desk as needed
- Provide set-up of food and beverage for hosted events as needed
- Other duties and projects as assigned

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The successful candidate will demonstrate:

- Excellent oral and written communication skills
- Proficiency with current social media and design software applications
- Capable of working well as part of a team as well as independently
- Great multitasker and capable of simultaneously supporting multiple projects with different deadlines

Qualifications that will be considered essential for the successful candidate include:

- Post-secondary education in Marketing, Communications, or Public Relations is an asset
- 1+ years in NPO experience in administration support
- Strong customer service skills with a positive attitude
- Proficient in the use of multimedia (video, website, social media) related technology
- Past experience with DonorPerfect is an asset

Applications must contain a cover letter, resume, and the names and contact information for two work-related references. Please submit your application via email to employment@foothillsacademy.org. Please do not send letters of reference or evaluations unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

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