

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:

Part-Time: 30 hours per week

Rate of Pay: \$15.00 per hour

Junior Administrative Assistant (Canada Summer Jobs Position)

Foothills Academy is seeking a motivated, organized, and detail-oriented **Junior Administrative Assistant** to support the day-to-day operations of our Read/Write & Math Intervention department under the direct supervision of the Manager. This position is ideal for a current university student looking to gain valuable administrative experience in an educational environment.

Key Responsibilities

The successful candidate will assist with a variety of administrative tasks, including:

- Preparing program and departmental materials
- Data entry and record maintenance
- Photocopying, printing, laminating, and scanning documents
- Uploading, sorting, organizing, and labeling documents within Google Drive
- Maintaining accurate files and records
- Providing general administrative support to the department as required

Qualifications

- Current university student enrolled in a post-secondary program
- Strong organizational and time-management skills
- High attention to detail and accuracy
- Proficiency with Google Workspace
- Strong written and verbal communication skills
- Ability to work independently and collaboratively within a team environment

Foothills Academy School * Estelle Siebens Community Services



- An interest in education, community services or working within a not for profit environment is considered an asset

Conditions of Employment

The successful candidate will be required to:

- Complete a Vulnerable Sector Check satisfactory to the employer prior to commencing employment
- Be eligible to work in Canada.
- Work 6 consecutive weeks in July-August 2026.

Canada Summer Jobs Eligibility

- Be between **15 and 30 years of age (inclusive)** at the start of employment
- Be a **Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act**
- Have a **valid Social Insurance Number (SIN)** and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to Apply

Applications must include:

- A cover letter
- A current resume
- The names and contact information of **two work-related references**

Please submit your application by email to **employment@foothillsacademy.org**.

Please do not send letters of reference or performance evaluations unless requested.

Foothills Academy Society is committed to fostering an inclusive and accessible workplace. Accommodations are available throughout the recruitment process upon request.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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