



Title: Administrative Assistant

Organization and Mission:

The Christian School Foundation draws Christian schools and donors together to expand the influence of Christ in our culture. It is a vibrant non-profit charitable Christian foundation with its head office in Hamilton, ON. We help donors identify where the opportunities and needs are in Christian education, and we provide them with the best approach to meet those needs. The Foundation supports educators and school communities with tools to improve donor relationships and with direct financial support for families and teachers.

The Foundation has 3 full-time staff located in Ontario and one part-time staff in B.C. serving almost 100 Christian schools across Canada. We hold over \$30M in donated funds and disburse over \$3.5M per year in support of Christian education.

Position Description: We are seeking a full-time Administrative Assistant who is committed to Christian education.

The Administrative Assistant will provide the Christian School Foundation with administrative support in all areas of our work, working both on site at our office and remotely.

The responsibilities include, but are not limited to, the following tasks:

- Assisting and providing support to the Schools and Grant Manager and Bookkeeper with monthly school deposits and invoices, managing and responding to emails;
- Organizing our Will Planning/Effective Giving Events Calendar and providing schools with event resources and reminders, including tracking registrations;
- Planning/organizing other events as needed;
- Assisting with data entry, review, and report generation;
- Assisting the CEO with donor data entry and tracking, preparing reports, and managing communication schedules;
- Assisting with organizing school and donor communication schedules
- Maintaining physical and digital records;
- Generating tax receipts;
- Communicating with member schools via phone and email;
- Attending staff meetings from time to time;
- Assisting with office upkeep and building maintenance;
- Identifying any areas of improvement with our administration processes;
- Demonstrating a willingness to take on tasks as needed;
- Ensuring privacy and confidentiality.

Helpful skills and characteristics include:

- A commitment to our cooperative work environment and to team success is required.
- Familiarity with Word, Excel and other MS products
- Familiarity with any CRM program is an asset, but not required.
- Excellent and detail-oriented organizational skills
- Excellent English Skills – reading, writing, speaking.

- Skill in clear communication is an asset.

Education and Experience:

- A college diploma, university degree or administration experience is an asset.

Term of Employment:

- Onboarding in understanding the work, the organization, and its community will be provided.
- This position has a three-month probationary period.

Compensation: A competitive wage, to be finalized based on education and experience.

For interested individuals to apply:

Please email mvanpelt@christianschoolfoundation.ca and include the following:

- A one-page cover letter outlining your qualifications and your interest in the position.
- Your resume, including references.
- We thank all applicants in advance, but only those selected for an interview opportunity will be contacted.

Application deadline: April 30, 2026

Position start date: Negotiable