



# MISSISSAUGA CHRISTIAN ACADEMY

*A ministry of the Meadowvale Bible Baptist Church*

2720 Gananoque Drive • Mississauga • Ontario • L5N 2R2  
Phone: (905) 826-4114 • Fax: (905) 567-5874  
[www.mcalearn.com](http://www.mcalearn.com)

---

CHRISTIAN WORLDVIEW • ACADEMIC EXCELLENCE

## Office Assistant (2 Full-Time Positions Available)

MCA is recruiting Office Assistants to help with administrative tasks over the summer. Office Assistants will support current office staff through the completion of a variety of tasks. Responsibilities will include:

- Greet stakeholders by phone, email or in person.
- Process incoming and outgoing mail.
- Answer and direct incoming phone calls
- Photocopy and file documents.
- Create email correspondences to the School's community.
- Order office/school supplies.
- Input data into the school's database systems.
- Assist with marketing
- Assist administrative staff with school programming
- Assist with other administrative tasks, as required.

### Details:

- 2 Positions Available for 8 weeks
  - 1st position: June 1st to July 24th
  - 2nd position: June 15th to August 7th
- 35 hours per week
- Monday to Friday, 8:30 am to 4:30 pm
- \$17.60 per hour

### Qualifications:

- Currently Enrolled in or completion of High School is a minimum requirement. Post Secondary is preferred.
- Applicants must be 15 to 30 years old at the start of employment.
- At least 1-2 years of work or volunteer experience in an office environment.
- Emergency First Aid and CPR Level C certification preferred.
- Excellent communication and interpersonal skills.
- Strong team, organizational, problem solving and multitasking skills.
- An average computer level with an understanding of emailing, MS Office suite and internet searches.

If you are interested in being a part of the MCA's team as a Summer Office Assistant, send your cover letter and resume to our School Operations Manager, Shantol Chellatamby, by **Thursday May 14, 2026**. Email:

[info@mcalearn.com](mailto:info@mcalearn.com)