



Job Title: Interim Operations Coordinator (Maternity Leave Contract - 1 YEAR)

Reports to: Principal

Subordinates: Receptionist and Marketing and Enrolment Coordinator

Hours of Work: Full-Time

Start Date: July 6, 2026

Salary: \$55,000 - \$60,000

Benefits: Comprehensive life and medical plans.

Mission Statement:

Mississauga Christian Academy (MCA) is dedicated to providing academic excellence, a nurturing environment, and a strong community to help students discover their God-given talents and prepare them for a life honoring Jesus Christ. Our educational philosophy is rooted in the Bible as the inspired and only infallible, authoritative Word of God. At MCA, we place God at the center of all things (Colossians 2:3; Proverbs 1:7), and we aim to support parents in training their children in the truth of God as revealed through Scripture. Our core values include Honoring God, Pursuing Excellence, Nurturing Hearts, Cultivating Leaders, and Fostering Community.

Job Summary:

The Interim Operations Coordinator will be responsible for day-to-day operations of the school. This role requires a dynamic individual who is organized, detail-oriented, and committed to supporting the school's mission and values. The Interim Operations Coordinator will work closely with the Principal, Accounting Manager, faculty, staff, students, and parents to ensure smooth and efficient school operations. This position will have a minimum of two direct reports.

Key Responsibilities

Administrative Support:

- In conjunction with office administrative staff:
 - Ensure that daily office tasks, including answering phones, responding to emails, and managing correspondence are carried out.
 - Maintain accurate records and databases, including student files, attendance records, and staff information.
 - Assist with the distribution of educational materials and resources.



Communication:

- In conjunction with all administrative staff:
 - Serve as an important point of contact for parents, students, and staff, providing information and assistance as needed.
 - Prepare and distribute various school communications: school newsletters, announcements, and other communications.
 - Ensure the school's social media, website presence and other digital platforms are updated and accurate.

Rentals and Events:

- In conjunction with the School and Church administrative staff:
 - Arrange, plan, coordinate and execute school events, including parent-teacher conferences, open houses, and extracurricular activities.
 - Coordinate bookings, schedules and logistics - including room setup, equipment and facility preparation for events and rentals.

Office and Operations:

- In conjunction with all administrative staff:
 - Facilitate the maintenance and cleanliness of office areas and common spaces.
 - Assist with the setup and maintenance of classroom technology and administrative systems.
 - Coordinate with external contractors and service providers. (HVAC, IT, Digital Marketing, Landscaping, etc.).
 - Maintain inventory of office and maintenance supplies and equipment.
 - Assist the Principal and Accounting Manager in the development of the budget categories assigned from the annual budget to ensure the school meets its financial goals.
 - Liaise with the Accounting Manager to ensure purchases are aligned with site level budget.
 - Monitor and take ownership of expenses within assigned budget categories.
 - Review the school's monthly profit and loss reports to ensure monthly expenses for budget categories assigned are based on the approved budget.
 - Assist with fundraising projects/events, as per the Principal's direction.



Compliance and Reporting:

- In conjunction with all administrative staff:
 - Adhere to school policies, procedures, and regulations.
 - Ensure all facilities comply with health, safety, and environmental regulations.
 - Prepare and/or present reports and documentation required for interior and exterior building maintenance as well as school operations.
 - Work with the Principal to keep up-to-date with educational regulations and standards to ensure the school remains compliant.

Human Resource:

- In conjunction with the Principal:
 - Review day-to-day request of designated non-instructional staff.
- In conjunction with office administrative staff and the Principal:
 - Arrange and organize supply coverage for teachers with time-off requests and/or time away needed for scheduled school events, as needed.

Enrolment/Marketing:

- In conjunction with the Principal and Enrolment/Marketing Coordinator:
 - Assist prospective families through the entire enrollment process, from initial inquiry to final registration.
 - Work with the Principal to align on marketing and enrolment strategy to achieve the school enrolment KPI.
 - Develop strategies to drive enrolment for the school.
 - Maintain accurate and up-to-date enrollment records and databases.
 - Conduct market research and analyze trends to inform marketing and enrollment strategies.
 - Ensure MCA brand has consistent branding and messaging across all channels.
 - Assist with communication, distribution and collection of re-enrolment forms to MCA parents.



Qualifications:

- University or College Degree/Diploma in Business, Marketing, or a related field is preferred.
- Previous management experience, preferably in an educational setting.
- Emergency First Aid and CPR Level C certification, or willingness to be trained.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with database management.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Commitment to the values and mission of a Christian education.

Personal Attributes:

- Strong interpersonal skills and the ability to work collaboratively with diverse groups.
- Detail-oriented with a high level of accuracy.
- Flexibility and adaptability in a fast-paced environment.
- Positive attitude and a willingness to learn and grow professionally.
- Demonstrated integrity, honesty, and ethical behavior in all interactions.
- Empathy and patience when dealing with students, parents, and staff.

Schedule:

- 40 hours/week, Monday through Friday, 8:30 - 4:30 (with flexibility depending on meetings/events)
- Attend staff, professional development meetings and retreats
- Evenings and weekends as required due to activities, meetings or events

How to Apply:

Please submit the following documents to the Operations Manager, Mrs. Shantol Chellatamby at schellatamby@mcalearn.com and the Principal, Mr. Kevin Yee at kyee@mcalearn.com:

1. **Cover Letter.**
2. **Current Resume.**
3. **Statement of Faith** (A brief description of your Christian journey).
4. **Pastoral Reference** (Contact info or letter).

Note: Only those selected for an interview will be contacted. We thank all applicants for their interest in serving at Mississauga Christian Academy.