

Administrator Position CEFA Early Learning New Westminster - Uptown

We are recruiting for an Administrator with a welcoming, vibrant and friendly demeanour, passion for working with families and staff and who will also work well in conjunction with the Director, Principal, Vice Principal and Education Coordinator.

ABOUT CEFA

CEFA Early Learning, established in 1998, is a full day early learning program designed for infants and children up to five years old. The enriched curriculum features a unique partnership of core subjects, such as reading and math with fine arts including drama and yoga, providing children with the freedom to learn and grow through play.

Our program has a reputation of highly developing a child's intellect and delivering the finest strat in education, arts and the humanities. The full day early learning and junior kindergarten programs at CEFA are far beyond the typical child care programs found throughout Canada.

Responsibilities

Often the Administrator is the first contact a person has with the school and must be welcoming and knowledgeable and represent the school well. This position requires the full understanding and active participation in fulfilling the mission of CEFA. Duties and expectations include but are not limited to:

- ✓ Keeping the school organized and managed efficiently
- ✓ Answering telephone calls and responding to specific requests
- ✓ Conducting tours and being present and organize scheduled open houses (some overtime may be required)
- ✓ Organizing events to celebrate occasions for staff and children
- ✓ Sending routine and non-routine correspondence to families
- ✓ Maintaining the confidentiality of families (account statements, student information, related documentation, etc.)
- ✓ Assisting the Principal and Vice Principal with administrative duties related to the school (maintaining files and supplies, scheduling family interviews, etc.)
- ✓ Assisting the Director with administrative duties related to payroll, subsidy and marketing
- ✓ Valid ECE-A or ECE (BC) License an asset

- ✓ Impeccable personality in fostering and maintaining happy and healthy relationships with children, parents and staff
- ✓ Strong computer and office equipment proficiency (Microsoft Office, Word, Excel, Outlook, and PowerPoint)
- ✓ Well-organized, deadline oriented, and attention to detail

Requirements

Successful candidate will be punctual, well spoken, efficient, discreet and pleasant on the telephone and in person. Must have the enthusiasm to learn and be knowledgeable with computer systems and software used at CEFA (MS Office). Must have the ability to communicate effectively in writing and verbally and respect the beliefs, culture and ethnic heritage of others. Travel may be required between the two CEFA New Westminster schools and off-site meetings/training programs.

Salary and Benefits

Based on experience and qualifications (base salary starting at \$2,800/month for 37.50 hours/week); extended medical and dental benefits available after 6 months probationary period. Daily morning snack, lunch, and afternoon snack available.

Interested applications should email cover letter and resume to cefanwrecruit@cefa.ca.

Closing date: September 13, 2019