Job Posting: Part-Time Administrative Assistant
Red Deer ACA At-Home Programs

Red Deer ACA At-Home, is looking for a reliable, organized, and motivated Administrative Assistant (AA) to join our team.

Position Overview

- **Type:** Part-time (12 hours per week)
- **Hours:** Tuesday, Wednesday and Thursday, 3 hours per day on average, flexibility on the remaining hours. Some weeks will vary depending on the season.
- **Term:** August 17, 2026 - June 25, 2027
- **Compensation:** $21.63–$25.01 per hour in accordance with the organization's compensation scale
- **Location:** Summit Church in Red Deer, and can be supported at home
- **Reports to:** ACA At-Home Principal

Role Summary
The AA will provide key operational support for Home Education Enrichment (HEEP) and Hybrid High School (HHS) school days, assisting the principal, teachers, and parent volunteers. HEEP day is Wednesday, and HHS days are Tuesday and Thursday. This role involves coordinating communication, assisting with administrative tasks, and ensuring smooth day-to-day operations, fostering a positive ACA At-Home community culture. Tasks include supporting Principal in additional duties as directed.

Key Responsibilities

- Act as the first point of contact for teachers, students, and parents, especially on HEEP days
- Manage daily operational needs, communicate updates, and report irregularities to the Principal
- Organize and execute administrative duties, including curriculum logistics, event logistics, family documents such as the family directory and curriculum contracts, and event coordination (e.g. markets, parent conferences, etc).
- Guide and oversee parent volunteers, ensuring their tasks are clear and supported.
- Support virtual administrative tasks and communication as needed.

Qualifications

- Familiarity with ACA At-Home's mission and culture (training provided).
- Strong communication, leadership, and conflict management skills.
- Strong organizational skills with the ability to manage multiple priorities and work effectively in dynamic situations.
- Experience with volunteer coordination and home education is an asset.
- Motivated, detail-oriented, and dependable.

How to Apply
Visit www.airdriechristian.com/careers.html to submit your application.

We appreciate all applicants; however, only those selected for an interview will be contacted. Resumes of unselected candidates will be disposed of appropriately.

Join us in creating a vibrant, enriching educational experience for our students and families!