



**Posting- Multilingual & Multicultural Administrative Assistant 0.65 FTE
Administrative Assistant 2 0.35 FTE**

In a Catholic environment that fosters collegiality and supports continuous learning, the Multilingual & Multicultural Administrative Assistant provides support services in an office setting within the Catholic Education Centre.

If you do not see yourself fully reflected in every job requirement listed on the posting above, we still encourage you to reach out and apply. Rooted in our Catholic faith, we are committed to creating a more diverse, equitable, and inclusive organization and we strongly encourage applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to apply. Support is available upon request for candidates taking part in all aspects of the selection process. Finally, we know that emergencies happen, and you may need to reschedule an interview - we understand and encourage you to be in communication without worrying about losing the opportunity or your credibility.

Start Date – replacement contract April 11, 2026 – April 11, 2027 (10 Month School Year Term – **with additional contract work required in July and August as needed**)

Pay Scale = \$25.04 - \$31.72 based on experience

How to Apply: [APPLY HERE](#) by **Friday, March 20, 2026**

Education – Preference will be given to an individual with: • Office Education or Business Administration Certificate at a recognized institution and/or have a minimum of 2 to 3 years of experience working in an office environment. • An individual with working knowledge of the immigrant and refugee experience and client support.

internal / external

