



We are currently seeking a full-time Executive Assistant (School Secretary) for Harmony Public Charter School as it opens for its first year in August 2026. Harmony Public Charter School is a newly approved charter school by Alberta Education and the Government of Alberta. Teachers deliver the Alberta Program of Studies, and enrollment is tuition-free.

The school's focus will be Africentered, and our website is www.hpcsAlberta.ca.

The school will operate in north-central Edmonton, offering Kindergarten through Grade Six with approximately 125 to 150 students in 2026-2027. It is anticipated that the school will grow in the years ahead as the program will eventually offer Grades 7 through 12.

The Executive Assistant or School Secretary should possess these skills and qualifications:

- Strong interpersonal skills and the ability to work effectively in a team environment;
- An understanding and support for an inclusive and a diverse school population;
- A growth mindset and a commitment to continuous improvement;
- Strong front office management, as the first contact in the school;
- Strong technical skills with experience with the Google Suite and Microsoft platforms;
- The ability to create school newsletter templates and other methods of communication to parents, staff, board directors and community members;
- An understanding of social media platforms and the ability to assist in their maintenance;
- A knowledge of Powerschool Student Information System or the ability to learn new software efficiently;
- A knowledge of PASI software or the ability to learn new software efficiently;
- Effective communication skills interacting with students, parents, staff and community;
- Independent working skills with limited supervision;
- A desire to develop an effective relationship with the principal and all other members of the school community;
- A general understanding of budgets and the ability to support the Principal and School Finance Team in financial matters;
- An ability to handle registrations, maintain student records, coordinate daily attendance, order supplies and equipment;
- A commitment to confidentiality in all school-related matters;
- Experience and training in first aid or the willingness to take the appropriate courses;
- A willingness to support the Board of Directors and Superintendent as required.

All applicants must be Canadian citizens or be able to work in Canada.

The Executive Assistant will report to the School Principal. The proposed starting date is July 10th, 2026 or earlier if possible. Salary will be commensurate with background, experience and

education. The successful candidate must present a criminal record check and a vulnerable sector check that must be reviewed and approved by the Superintendent.

The competition will remain open until a candidate is selected for the position.

Resumes should be forwarded to Doug Nicholls, Superintendent at doug.nicholls.hcpsalberta@gmail.com