



Posting- Office Manager 0.80 FTE ST. Elizabeth School

In a Catholic environment that fosters collegiality and supports continuous learning, the Office Manager provides leadership in an elementary school office setting and performs communication functions and has budgetary responsibilities.

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 — October 13, 2026 TERM 10 month **(0.80 FTE Contract)**

Pay Scale = Level 4 (\$28.41 - \$31.72) based on experience

How to Apply: [APPLY HERE](#) by **Friday, September 4, 2026**

Education – Preference will be given to an individual with an Office Education or Business Administration Certificate at a recognized institution and/or have a minimum Grade 12 diploma with one year of experience working in a school setting.

internal / external

