



St. John Brebeuf Catholic School, Inc.

We are a K-8 Catholic school located in the heart of River Heights. We pride ourselves on our rich faith tradition, strong academic programming, and close knit community.

Invites applications for the following full time permanent positions commencing September 2017:

Receptionist

The successful applicant is:

- An excellent communicator with strong organizational and time management skills
- Knowledgeable of Microsoft programs including Outlook and word processing
- Familiar with Trevlac, EIS reporting and records management
- Proficient at multi-tasking in a fast-paced school environment

Educational Assistant

The successful applicant is:

- Experienced in working with early years children in an education setting, and holds an Educational Assistant Diploma
- Proficient in Literacy & Numeracy support

A recent Police Information Check and Child Abuse Registry check is to be submitted prior to commencement of employment. Interested candidates should forward a resume including two professional references and one pastoral reference (using the form found on our website) by noon, June 16th, 2017 to:

Ms. Cara Campbell
St. John Brebeuf School
605 Renfrew Street,
Winnipeg, MB, R3N 1J8
Email: principal@sjbcommunity.ca

Only those being considered will be contacted.