

SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)



EXECUTIVE ASSISTANT

Are you interested in being part of a district that is committed to collaboration, mentorship and creating innovative learning experiences? School District No. 58 is embracing the evolving changes in education and looking for motivated employees who are actively seeking dynamic professional opportunities and are passionate about making a difference in the lives of students. We offer the potential to combine the natural beauty and amazing outdoor recreation opportunities associated with the Nicola Valley, with an exciting and fulfilling work environment. We have an ideal setting for those looking to pursue a healthy balance both professionally and personally.

School District No. 58 (Nicola-Similkameen) invites qualified individuals to apply for the exempt staff position of Executive Assistant to the Secretary Treasurer and the Board of Education. The successful candidate will be responsible for the efficient operation of the office of the Secretary Treasurer and will support the collective needs of the team.

The Executive Assistant provides support the finance department, education department and the human resources department. The role of Executive Assistant delivers superior senior administrative support to the Secretary Treasurer and the Board of Education in all matters pertaining to the Board's corporate affairs, Board meeting agendas and meeting minutes. The Executive Assistant demonstrates sound judgement and tact in dealing with Trustees, district staff and the general public on a variety of matters. Access to classified information in files, records, and through attendance at meetings, requires the Executive Assistant to maintain a high level of confidentiality. The Executive Assistant will also manage internal and external reporting processes, support, and deadlines as determined by the Secretary Treasurer or other department heads. The Executive Assistant helps build and maintain positive relationships with all stakeholders using superior interpersonal, communication and resolution skills.

ILLISTRATIVE EXAMPLES OF WORK:

- Provides support to the office of the Secretary Treasurer, the Board of Education, the Human Resources Manager, and other department heads as required.
- Facilitate and attend a variety of Board and Administrative meetings; attend agenda setting meetings; assemble and distribute agenda materials; record and prepare meeting minutes; record and post meeting videos; maintain all board records. Provide information to delegates and presenters.
- Prepare meeting highlights for electronic transmission to stakeholders after meetings.
- Prepare various reports and other documents using relevant software and perform a wide variety of administrative tasks, requiring independent judgement and action.
- Compose routine and non-routine correspondence with limited direction, for signature by the Secretary Treasurer and Board Chair.
- Prepare necessary correspondence and other documentation resulting from meetings of the Board.
- Prepare confidential documents required by the Secretary Treasurer for use in their role as a member of Board committees including memos agreements, draft policies, regulations, bylaws, and presentations.
- Helps administer the School Protection Program and answers risk management inquiries.
- Assist the Secretary Treasurer with the execution and completion of financial and non-financial reports.
- Working knowledge and understanding of the district's collective agreements.
- Accounts receivable functions and spreadsheet analysis via Microsoft Query
- Maintain the School District Policy manual, arranging for publishing and distribution of new or revised policies, administrative procedures, and bylaws.
- Maintain records and files for the finance and administration department and corporate affairs of the Board.
- Liaise with district senior staff to coordinate projects and/or activities on behalf of the Secretary Treasurer or Board members. Maintain good rapport and communication with trustees, handle inquiries

and provide direction to appropriate District personnel. Provide information to the public regarding District or Board operations.

- Maintain Benefit Administration for all district employees, including enrolment, changes/updates, cancellations, etc.
- Manage Apply to Education and MakeaFuture website postings for support staff.
- Create and ensure the accuracy of seniority lists pursuant to the collective agreements.
- Arrange registration, travel and accommodation requirements for attendance at meetings and conferences by trustees, the Secretary Treasurer and the Assistant Secretary Treasurer.
- Manage the district website updates and changes, as required.
- Provide data entry support for Laserfiche.
- Assist in elections for Board of Education Trustees.
- Perform a wide variety of administrative tasks, requiring independent judgement and action.
- Manage and update retention policies, ensuring they are current to all regulations and adhering to the freedom of information requirements.
- Plan, distribute and track all district cell phones.
- Required to work various hours of the day to accommodate meetings and activities that may fall outside of normal working hours.
- Provide clerical and administrative support for the recruitment and selection process, including advertising position opportunities, correspondence with applicants, arranging interviews, conducting reference checks, processing criminal record checks, ensuring the completion of hiring documents, and establishing of new personnel files.
- Other duties as assigned by the Secretary Treasurer or designated department heads.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Post-secondary education in Business Administration at a recognized institution. Equivalent experience will be considered
- Minimum of 5 years recent and relevant experience
- Well-developed minute taking and agenda preparation skills including office experience working in a confidential capacity
- Ability to identify and understand the sensitive and confidential nature of all types of materials.
- Advanced clerical, analytical, organizational, interpersonal and communication skills.
- Ability to set priorities, adapt processes and procedures, manage multiple projects, analyze data, and prepare correspondence and reports under tight deadlines
- Advanced proficiency with Microsoft Office programs, such as Word, Excel, PowerPoint and Outlook
- Advanced written communication skills and attention to detail are essential.
- Sound business acumen: communication, financial analysis and reporting
- An understanding of Truth and Reconciliation inclusiveness and approach
- Skilled at serving the public in a positive and helpful manner

Your application must include:

- Cover letter
- Resume
- Three reference names (must be supervisors), email addresses and telephone numbers

This is a twelve month, full-time, excluded (non-union) position and offers a competitive salary and extensive benefit package.

Interested candidates must submit their application by **November 19, 2021, at 11:00 a.m. P.S.T.** online at www.sd58.bc.ca, via email, or in-person to:

Attention: Lindsey Henderson
Manager of Human Resources

School District No. 58 (Nicola-Similkameen)
P.O. Box 4100, 1550 Chapman Street
Merritt, BC V1K 1B8
lhenderson@365.sd58.bc.ca

We thank all applicants for their interest in this position, however, only shortlisted candidates will be contacted.