



Education is our Business

## BC ASSOCIATION of SCHOOL BUSINESS OFFICIALS

#208-1118 Homer Street, Vancouver, B.C. V6B 6L5  
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www.bcasbo.ca

### OPPORTUNITY - BCASBO Executive Director

British Columbia Association of School Business Officials (BCASBO) is a member driven organization that represents the business leaders in B.C.'s public school system. The Association is committed to supporting members in advancing student success in all B.C. school districts.

BCASBO is dedicated to providing membership value through leadership/professional development opportunities and through creating an environment of support and collegiality between members.

#### **The Role:**

The Executive Director reports directly to the President and is responsible for the day-to-day operations of the organization in collaboration with the President and the Table Officers of the Association.

The Executive director will be an effective strategic thinker, team builder and will foster open communication based on an environment of trust, integrity and accountability.

#### **Key Responsibilities:**

- Work closely with the elected Executive Committee to coordinate and manage the administrative functions of the Association including the preparation and distribution of Executive Committee meeting materials along with managing all Association files and records in accordance with policies and applicable legislation.
- Responsible for communicating effectively with the Executive Committee and for providing information necessary for the Association to function and make informed decisions.
- Provide leadership in advancing the strategic vision of the Association including ongoing strategy management activities.
- Assist the Association's Secretary-Treasurer in managing the financial affairs of the Association including the preparation of the annual financial statements, annual budgets and the regular financial reports to the Executive Committee.
- Plan, organize and manage all BCASBO events, professional development activities and conferences ensuring they effectively meet the needs of members.
- Represent the Association on various committees, at conferences, seminars and educational meetings, and partner with other relevant organizations as directed by the Executive Committee.
- Support BCASBO in asserting advocacy of Association positions, facilitating dialogue, developing and maintaining relationships between BCASBO and the Ministry of Education and Child Care, other provincial stakeholder organizations and other relevant organizations nationally and internationally.
- Ensure the membership stays informed of the activities of the Association and developments in the Province regarding matters of interest to members.

### **Key Responsibilities – continued:**

- Develop and oversee the Association's communication goals and provide leadership to ensure that the communication of BCASBO programs, services and initiatives reach the desired audience. This includes the management of online communication tools that represent BCASBO publicly.
- Encourage a collaborative and accountable environment through open and effective communications and positive relationships with colleagues.
- Manage both internal and external relationships, facilitating productive working relationships with key stakeholders. In particular, maintain an effective liaison and presence with the Ministry of Education and Child Care, BCSTA, BCSSA and other educational partner groups.

### **Job Type:**

- Part-time remote contract position.
- Travel required to BCASBO events.
- Periodic in person attendance at BCASBO Vancouver offices is required.

### **What You Bring to the Table**

- Demonstrated well developed public speaking abilities and strongly developed communication, negotiation and dispute resolution skills.
- Strong verbal and written communication skills, including experience with preparing formal communication materials, designing and delivering presentations, and facilitating discussions.
- Ability to work cooperatively with internal and external stakeholders while fostering a climate of mutual respect and collaboration.
- Exceptional ability to collaborate with those around you to achieve goals together.
- Ability to establish and maintain respectful, productive relationships with others.
- High energy, a can-do attitude, and fresh ideas that will advance our growth as an organization.
- Ability to deal with ambiguity and be self-directed.
- Demonstrated ability to plan, organize and implement solutions to financial and operational problems of a strategic and political nature affecting the entire Association.
- Strong ability to think strategically, set priorities, and develop actionable plans to achieve goals.
- Professional demeanor that allows you to effectively manage confidential information and situations.

### **Your Qualifications**

- Previous work experience in a director role in school district, government, nonprofit, or similar operation.
- Undergraduate degree or equivalent in Business or other relevant post-secondary education.
- Comprehensive understanding of how to manage stakeholder relations and openly communicate with partners.
- Previous experience as a Secretary Treasurer in a school district is considered an asset.

**If this sounds like what you're looking for in your next opportunity, we want to hear from you! To discuss this opportunity, please contact any of the following:**

**Ray Velestuk, President BCASBO at [president@bcasbo.ca](mailto:president@bcasbo.ca).**

**Alan Rice, Vice President BCASBO at [alan.rice@sd6.bc.ca](mailto:alan.rice@sd6.bc.ca)**

**Apply with your resume and cover letter by March 31, 2023, to [president@bcasbo.ca](mailto:president@bcasbo.ca).**