



Vancouver Island West School District 84 invites applications for the position of **EXECUTIVE ASSISTANT**

Located on the beautiful West Coast of Vancouver Island with its endless outdoor and ocean recreational opportunities, School District 84 delivers public education to approximately 350 students in the First Nations communities of Kyuquot, Oclucje, Ehatis, and Tsaxana, as well as the rural communities of Zeballos, Tahsis and Gold River.

Reporting to the Superintendent and Secretary-Treasurer, the Executive Assistant will provide administrative support to the Board of Education and the District's Senior Management Team.

Note: School District 84 engages in preferential hiring of self-identified First Nations applicants in all positions in accordance with section 42 (Special Programs) of BC's Human Rights Code.

Duties/Responsibilities:

- Provides senior level administrative support including handling matters that are exceedingly sensitive and highly confidential
- Maintains a comprehensive knowledge of the organization, policies, administrative procedures, and collective agreements of the District and legislation
- Ensures the maintenance of positive communications and favourable relations between all levels of the organization, partnership groups, external agencies, and members of the public
- Prepares correspondence, documents, presentations, materials, reports, forms, agendas, records minutes of Board and Committee meetings, conducts research to support the development of the preceding materials and to inform Senior Management Team's decision-making, initiatives follow-up action, establishes priorities and timelines – most of these with minimal supervision
- Coordinates and schedules appointments and multi-participant meetings, books meeting facilities, and ensures all logistics and materials for meetings are organized
- Maintains and secures all confidential personnel information, assists managing clerical record-keeping and data information systems, and organizes and prepares information and documentation for all human resources processes
- Liaises with Trustees and all levels of government officials and recognizes their impact in representing the Team and District
- Composes and distributes internal communications to administrative personnel regarding policy, practices and administrative procedures, responds to written and verbal enquiries from both internal and external contacts regarding practice, policy and administrative procedures, including receiving complaints from parents and public
- Processes and codes a variety of invoices for payment approval including purchase card statements
- Establishes timelines, deadlines and completion of tasks to ensure completion of a variety of annual and ad-hoc projects
- Complies with the policies and administrative procedures surrounding the creation, classification, retention, and destruction of records to responsibly manage records generated in the normal course of business in accordance with operational, legislative and regular requirements
- Processes a continuous volume of work at a high level of accuracy and precision, and keeps current professionally
- Travels throughout the District and works some evenings and at times longer hours on short notice as needed to meet deadlines, and any other duties as required

Qualifications:

- Completion of a Business Administrative Program, Bachelor's Degree or equivalent education
- A minimum of five years' relevant experience in an administrative support role, preferably in a public sector organization
- Excellent organizational and communication skills, and computer skills using MS Office or other relevant computer software

This exempt position offers a competitive salary and an excellent benefits package.

Applications accepted via Make a Future at <https://bit.ly/3Dlr1Ho> or by email to:

Lawrence Tarasoff, Superintendent and Secretary-Treasurer
E-mail: ltarasoff@viw.sd84.bc.ca www.sd84.bc.ca