



Executive Assistant, Office of the Executive Director of Human Resources

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,500 students (including approximately 3200 students who self-identify as having First Nations, Metis, and/or Inuit ancestry from Canada). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are 50 school sites with 32 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (6-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff. We believe equity empowers each learner to thrive, holistically.

Applications are invited for the excluded staff position of Executive Assistant, Office of the Executive Director of Human Resources. This position has an annual salary range of \$69,434, to \$86,792, plus benefits package. Reporting to the Executive Director, the Executive Assistant will have the following duties:

- provide confidential administrative support to the Executive Director of Human Resources;
- maintain comprehensive and specific knowledge of the organization, collective agreements, policies, legislation, and administrative procedures;
- manage all employee personnel files within the Human Resources Information System, including maintaining assignments, contracts, staffing process, and other employment processes;
- support and organize recruitment and employment of excluded staff
- ensure the maintenance of positive communications and favourable relations between the office of the Executive Director of Human Resources and all levels of the organization, municipalities, partnership groups, external agencies, and members of the general public;
- prepare minutes, drafting letters, supporting recruitment and reference checking, conducting research and developing reports, coordinating projects, organizing activities, preparing and processing financial transactions;
- working in partnership with the Office of the Superintendent of Schools and the Office of the Secretary Treasurer/CFO;
- monitor and supervise Human Resources support staff; and
- administrate and initiate projects with minimal supervision, in conjunction with the day-to-day operations of the Office of the Executive Director of Human Resources and other duties as assigned.

The successful applicant will possess superior interpersonal skills and have demonstrated organizational and planning abilities in addition to:

- completion of Grade 12 supplemented by a post-secondary Office and/or Business Administrative diploma;
- extensive experience at the executive assistant level;
- proficiency with technology including Microsoft Office and willing to learn HRIS software;
- demonstrated flexibility, significant attention to detail, initiative and the ability to work under pressure and deadlines, in a wide variety of assignments with minimum supervision;
- requirement to attend evening and weekend meetings where necessary
- proven ability to plan and follow up on projects to ensure tasks are completed in a timely manner;
- ability to maintain professional communication and confidentiality with outside agencies; and
- ability and desire to work as part of the team of Executive Assistants providing support to senior staff and the Board of Education.

Please apply online on Make a Future at <https://buff.ly/cYNE4Kp>. Include a letter of application, complete with a comprehensive resume (*include your phone number and email address*), copies of supporting documents, and the names of three references **by 4:00 p.m., Friday, October 17, 2025.**



**Central Okanagan
Public Schools**
Together We Learn

Bob McEwen
Executive Director of Human Resources
Central Okanagan Public Schools