



Chilliwack School District:

Chilliwack School District No. 33, located at the eastern end of the Fraser Valley, is one of a few growing school districts in the province. The District is privileged to operate within S'olh Temexw, the traditional territory of the Stó:lō People, enriched by the cultural heritage of the Pilalt, Sema:th, and Ts'elxwéyeqw.

Our district serves approximately 15,000 students and employs around 2,500 dedicated employees. Here, you'll find a diverse, inclusive, and forward-thinking environment committed to creating a safe, caring, and healthy learning and working environment. Embracing our core values of Inclusion, Diversity, Kindness, Equity, and Innovation, we collectively strive to meet the present needs of our students, employees and community, while remaining flexible to anticipate and respond to future priorities. Syós:ys lets'e th'ále, lets'emót – one heart, one mind, working together for a common purpose.

About the Position:

The Chilliwack School District is seeking an organized and highly technical Executive Assistant to support our Human Resources team for a one-year temporary project. Reporting directly to the Director of Human Resources, the Executive Assistant will play a crucial role in providing comprehensive high-level confidential administrative and technical support to the school district Joint Job Evaluation Committee (JJE). The position is part-time, from July 1, 2026 – June 30, 2027.

Core Responsibilities:

- Coordinate and schedule Employer/Union Job Evaluation Committee meetings, interviews, and related activities.
- Prepare meeting agendas, packages, supporting documentation, and correspondence for committee members.
- Record, transcribe, and distribute accurate meeting minutes, decisions, and action items.
- Maintain confidential job evaluation files, records, databases, and documentation in accordance with District procedures and privacy requirements.
- Receive, track, and organize job descriptions, questionnaires, and supporting materials
- Act as a liaison between Human Resources, union representatives, supervisors, and employees regarding scheduling, documentation requirements, and process inquiries.
- Support the administration and maintenance of job evaluation systems, spreadsheets, tracking tools, and electronic filing systems.
- Ensure committee materials are complete, accurate, and distributed in a timely manner.
- Maintain strict confidentiality and neutrality when handling sensitive labour relations and compensation information.
- Assist in developing and maintaining standardized templates, forms, and administrative procedures for committee operations.
- Perform related duties as assigned within the scope of the position.

Salary Range: \$35,975 to \$44,964 (based on 0.5 FTE). Total rewards package includes competitive salary and professional development opportunities.



Qualifications:

- Post-secondary diploma or certificate in Human Resources Management, Business Administration, or a related field.
- Minimum of 3 years of recent, progressive experience in an administrative or executive assistant role providing technical support for data analysis, reporting and business writing.
- Experience in a school district or public sector environment is an asset.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook) and intermediate proficiency in information systems and databases.
- Proficiency in extracting and analyzing data from information systems, with the ability to translate findings into clear, accurate reports, business documents, and actionable insights, including survey analysis.
- Excellent organizational, communication, and interpersonal skills with the ability to work effectively in a fast-paced environment.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy in document preparation and record keeping.
- Ability to work collaboratively with both Employer and Union representatives.
- Proficiency with spreadsheets, databases, word processing, and electronic records management systems.
- Ability to work independently, manage multiple projects, and set priorities.

How to Apply:

Submit your application by **Monday May 25, 2026, 3:00 PM**. Please ensure your application package includes copies of certificates and qualifications, and three recent and relevant references who can speak to your technical and administrative skills.

To apply, please visit Make a Future at <https://buff.ly/06BVrBq>.

For further information, please email careers@sd33.bc.ca.

Chilliwack School District is committed to diversity and inclusion. We encourage applications from candidates who self-identify as Indigenous, LGBTQIA2S+, a member of a visible minority, and/or a person with a disability.