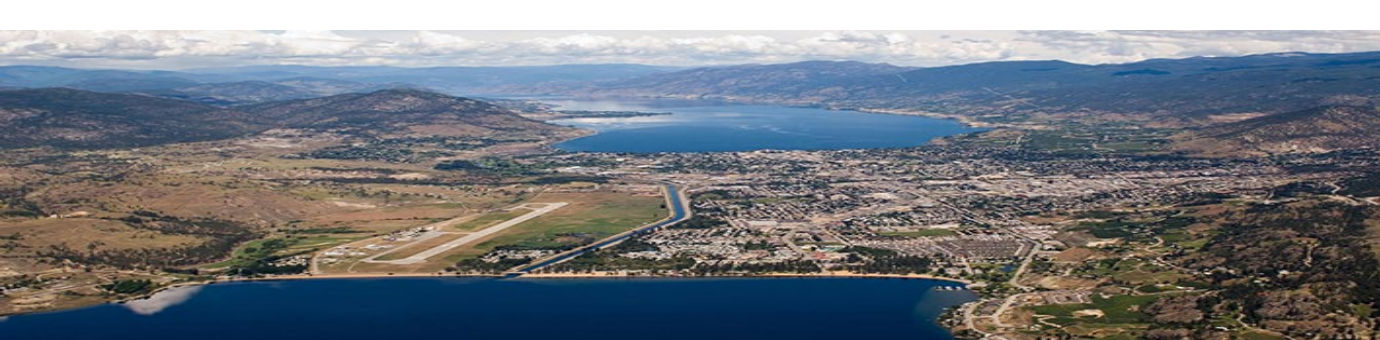




School District No. 67 (Okanagan Skaha)

Executive Assistant to the Superintendent/CEO

The Executive Assistant to the Superintendent/CEO is responsible for a variety of duties and responsibilities in support of the Superintendent's Office in School District No. 67 (Okanagan Skaha). This position will provide confidential administrative support to the Superintendent and may be asked to provide administrative support to the Education Department from time to time as well.

The School District

School District No. 67 (Okanagan Skaha), representing the communities of Penticton, Summerland, Kaleden, and Naramata, serves the educational needs of approximately 5800 students through 11 elementary schools, 3 secondary schools and 1 alternate/distributed learning school.

The School District has a proud history of excellent student achievement across a wide range of accomplishment areas: academics, fine arts, athletics, career programs, French Immersion, and applied skills with a focus on meeting the individual needs of all learners.

The Communities

The communities are nestled on the sides of Skaha and Okanagan Lakes in the heart of wine and fresh fruit country. Apex Mountain Ski Resort, named nationally and North America-wide as one of the finest small destination ski areas, is an easy 45-minute drive from Penticton. The combination of good working conditions, strong community support for schooling, and excellent recreational amenities makes the area a highly desirable home. For further community information on Penticton see: [Our Community | City of Penticton](#)

Responsibilities

- Coordinates meetings, events, and travel for the Superintendent and other members of the Education department,
- Manages incoming calls, emails, and correspondence from schools, staff, and the public with professionalism, tact and diplomacy, and acts as a resource person for the department,
- Creates, compiles, processes and maintains reports, documents, forms, minutes, files, and correspondence,
- Manages and maintains student data for Ministry reporting/funding requirements,
- Provides reports to Ministry of Education and Child Care and other organizations,
- Utilizes the student information system to access parent/student information as required, and prepare monthly reports for the District,
- Manages and monitors department budget, reconciles credit cards for the Education department,
- Organizes, tracks and facilitates district scholarships and liaises with Finance staff on processes,
- Provides executive assistance for major projects and initiatives,
- Organizes and coordinates district and regional conferences, workshops, and in-service sessions,
- Establishes and maintains effective working relationships,

- Establishes priorities and meets strict deadlines - both independently and as part of a collaborative team,
- Assists other office staff with administrative support as needed,
- Exercises independent sound judgement and initiative,
- Maintains confidentiality on all discussions and correspondence related to staff, students and parents.

** Performs other assigned duties that are within the area of knowledge and skills required by the job description.*

Qualifications

- Grade 12 education supplemented by completion of a post-secondary diploma program in public, business or office administration.
- Minimum 5 years recent and progressive experience in an Executive/Senior Support role or as a confidential administrative assistant (experience in an education system would be an asset).
- Must be proficient in Microsoft Office 365 (Word, Excel, Outlook, OneNote, Teams and PowerPoint).
- Minimum typing speed of 60wpm.
- Excellent interpersonal and communication skills (both written and verbal) are required.
- Ability to problem solve and make decisions.
- Ability to exercise a high level of professionalism and discretion with confidential information.
- Ability to handle high volumes of work with constantly changing deadlines and constant interruptions.
- Ability to organize and prioritize duties with strong attention to detail and high level of accuracy.
- Ability to work independently and as a member of a team.

Terms of Employment

Permanent, excluded (non-union) position – 0.8 FTE - commencing September 1, 2026

Salary range \$71,638 - \$89,548 (\$57,310 - \$71,638 at 0.8 FTE)

Extensive benefit package

Applications

Applications should include a cover letter, detailed resume, three (3) supervisory references, and any supporting documents.

Submit applications to Nicole Bittante, Secretary-Treasurer, at nbittante@sd67.bc.ca

Closing date is Thursday, August 13, 2026 at 4:00pm.

Interviews will take place on Monday, August 24th in Penticton.

Our district is committed to equity and creating a learning environment for Indigenous students that fosters a sense of belonging, encourages a sense of pride in their heritage, and promotes academic and personal success. The presence of strong Indigenous role models will support these goals.

Indigenous ancestry will be considered an asset for qualified applicants.

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