Education is our Business

BC ASSOCIATION of SCHOOL BUSINESS OFFICIALS

#208-1118 Homer Street, Vancouver, B.C. V6B 6L5
Office Phone: (604) 901-2132
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 the British Columbia K-12 public school system. The Association is committed to supporting members in advancing student success in all B.C. school districts.

BCASBO provides membership value through leadership/professional development opportunities and through creating an environment of support and collegiality among 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 Association's Member Services Coordinator reports to the Executive Director.

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:

- Collaborate closely with the elected Executive Committee to coordinate and manage the administrative functions of the Association including overseeing 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.
- Supervise the Member Services Coordinator and provide the leadership and support necessary to ensure the work of the Member Services Coordinator aligns with the operational and strategic priorities of the Association.
- 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 and oversee the organization of 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. Maintain an effective liaison and presence with the Ministry of Education and Child Care, BCSTA, BCSSA and other educational partner groups.

Working Conditions & Compensation:

- Part-time remote contract position (equivalent to 0.6 FTE)
- Annual Contract Value: $112,320 – $124,800, commensurate with qualifications and experience and subject to annual review.
- Travel to BCASBO events is required. Travel costs are reimbursed in accordance with BCASBO policies, and the Association reserves discretion to establish reasonable limits on reimbursable travel expenses based on the cost of travel from the Executive Director's home location, the nature of the event, and frequency of required travel.
- BCASBO's two primary conferences take place annually in:
    - Late November in Vancouver
    - The third week of May in Penticton (in place for 2027 and 2028 with future location under review)
- Flexible work hours are available for much of the year, outside of planned meetings, conferences, and scheduled in-person sessions. Occasional evening or weekend work may be required during conferences or major events.
- Periodic in person attendance at BCASBO Executive Committee meetings in Vancouver.

What You Bring to the Table

- 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.
- 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.

Your Qualifications

- Previous work experience in a leadership role in a 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 BC school district is considered an asset.

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

Jason Reid, President BCASBO at president@bcasbo.ca.
Brian Jonker, Vice President BCASBO at bjonker@sd62.bc.ca

Apply with your resume and cover letter by December 31, 2026, to president@bcasbo.ca.