



## **Executive Assistant School District No. 64 (Gulf Islands)**

The Gulf Islands School district is seeking applications for the excluded position of Executive Assistant. The Executive Assistant independently and efficiently performs administrative tasks acting as the confidential assistant to the Superintendent, Board of Education, and Senior Administration.

The position requires superior judgment, organization, and communication. Ability to work independently and as part of a team while maintaining a high degree of efficiency, organization and confidentiality is paramount.

### **The Community and School District**

We place students at the heart of our work and aspire to the values of trust, responsibility, opportunity, sustainability, collaboration and diversity.

Gulf Islands School District is located in the Salish Sea (Strait of Georgia) and is home to five island communities – Salt Spring, Pender, Galiano, Mayne and Saturna as well as Windsor House School in North Vancouver. The District currently serves 1700 students and is proud of its quality programming, including successful Aboriginal programming, thriving International Program, performing arts academy, ecological, nature based, and late French Immersion programs.

### **The Position**

This is a full-time excluded staff position, effective July 1, 2018. The Executive Assistant will be responsible for:

- ▶ Providing a full range of administrative support services to the Superintendent, Board of Education, and Senior Administration
- ▶ Preparing Board meeting agendas, minutes and resulting correspondence
- ▶ Creating and maintaining complex documents; internal and external communications and research and analysis of data
- ▶ Assisting with the planning of special events and meetings
- ▶ Liaising with Ministry and community officials and responding to inquiries and requests for information

### **The Applicant**

The successful applicant will possess:

- ▶ Post-secondary education in Business Administration/Office Management/Legal and Employee Relations with an advanced level of proficiency in office procedures, business writing and computer software
- ▶ Five years' experience in an executive support role
- ▶ Exemplary interpersonal skills and ability to work independently and as a member of a team
- ▶ The ability to exercise considerable independent action in the performance of all duties and the ability to work under pressure in a wide variety of assignments

Review of applications received will commence on **Monday, April 30, 2018**. You are encouraged to submit your application prior to this date for full consideration; however, the competition will remain open until a successful candidate is found or until otherwise advised on our website.

**Inquiries and complete application packages in a single PDF document should be directed to:**

Linda Underwood, Director of Instruction, Human Resources  
School District No. 64 (Gulf Islands)  
112 Rainbow Road  
Salt Spring Island, B.C. V8K 2K3  
Email: [lunderwood@sd64.bc.ca](mailto:lunderwood@sd64.bc.ca)

***Please note: incomplete applications will not be considered.  
Thank you to all who apply; however, only those individuals chosen for an interview will be notified.***