



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9

Tel. (250) 635-4931 or 1-855-635-4931 - Fax 1-888-290-4786 - www.cmsd.bc.ca

LEVEL II EXECUTIVE ASSISTANT

Coast Mountains School District 82 is seeking an experienced, progressive and team-oriented individual to assume the position of Level II Executive Assistant with the District Administration Office.

Coast Mountains School District spans the traditional territories of three Aboriginal Nations located in northwest of British Columbia: the Gitksan, the Haisla and the Tsimshian. The school district encompasses a large geographic area that includes diverse communities in the Hazelton, Kitimat, Kitwanga, Stewart and Terrace and the surrounding rural areas. The school district serves a student population of approximately 4,000 students in nineteen schools, including two alternate schools and a trades training/distance learning centre. With over 800 employees, the operating budget is approximately \$52 million. For further information, visit the school district's website at www.cmsd.bc.ca.

Reporting to the Secretary Treasurer, the successful applicant will work in a team environment under the leadership of the Level I Executive Assistant to provide confidential/administrative services for the District Leadership Team. The incumbent will carry out non-routine, varied and complex duties that are expected to be performed accurately, on time and completed with limited direction, using established policies and administrative procedures. This position will appeal to an experienced individual interested in a detail oriented and changing environment.

Responsibilities may include:

- *assisting with internal/external inquiries*
- *composing routine/non-routine correspondence without direction*
- *preparing reports and interactive presentations for the District Leadership Team*
- *providing direct support to the Level I Executive Assistant and District Leadership Team*
- *arranging and attending related meetings (note taking, minutes, etc.)*
- *arranging travel, accommodation and registration for attendance at meetings and conferences for the District Leadership Team*
- *scheduling, organizing, preparing for events, conferences, meetings and workshops*
- *working collaboratively with the Level I Executive Assistant, the District Education Team and School Administration in all related matters*
- *performing overall office administrative tasks and duties as assigned*



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Level II Executive Assistant Competition *(continued)*

The successful applicant will possess excellent verbal/written communication and technical skills, flexibility, initiative, sound judgment and tact. A high degree of administrative/clerical skills and the utmost of confidentiality are essential, in addition to:

- *Grade 12 graduation, supplemented by an Administrative Assistant/Business Administration Training Program at a recognized institution or equivalent experience*
- *five years or more of recent and relevant Executive Assistant experience*
- *computer proficiency in a Windows environment using Microsoft Office software and interactive technologies*
- *the highest level of attention to detail and confidentiality*
- *proven ability to plan, follow-up and follow through*
- *demonstrated initiative and the ability to work under pressure in a wide variety of assignments with minimum supervision*
- *flexibility, innovation and the ability to work independently and as a member of a team*
- *excellent interpersonal skills and demonstrated ability working in a team environment*

The application deadline is 4:00 p.m. Friday, January 19, 2018. Duties to commence as soon as possible or at a mutually agreeable time.

This full-time regular position is excluded from union membership. The school district offers a competitive compensation package commensurate with qualifications.

Interested applicants should submit a detailed resume, references, a record of education and/or training and other support material to the attention of:

Cameron MacKay – Level II Executive Assistant Competition

Coast Mountains Board of Education School District 82
3211 Kenney Street, Terrace, B.C. V8G 3E9
Email: hr@cmsd.bc.ca / Fax: 1-888-330-3467

For further information regarding the Level II Executive Assistant position, please contact Alanna Cameron, Secretary Treasurer at (250) 638-4434.

Only short-listed candidates will be contacted. The successful applicant will be subject to the terms of the *Criminal Records Review Act*.

Thank you for your interest in Coast Mountain School District 82, an equal opportunity employer.