

About New Westminster Schools

New Westminster is located in the center of Metro Vancouver between the larger communities of Burnaby, Coquitlam, Surrey, and Richmond. Our learners are approximately 7000 K-12 students in 12 schools (8 elementary, 3 middle and 1 secondary). In addition to the 12 schools in the district, New Westminster Schools is proud to have three Youth Alternate Programs, two Adult Learning Centres, and a Home Learners' Program. New Westminster School District has a rich tapestry of cultures, backgrounds and needs. Together, we are a caring, inclusive, and committed learning community dedicated to supporting each of our unique learners and a culture of inclusiveness.

New Westminster Schools is seeking a self-motivated, organized, and collaborative individual to fill the role of Executive Assistant accountable for providing exceptional administrative support to Office of the Secretary-Treasurer/CFO. This full-time position starts as soon as possible and has a salary range of \$60,393 to \$75,492/year plus benefits package.

About the Job

- Providing confidential administrative support to the Secretary-Treasurer/CFO and the Board of Education
- Maintaining a comprehensive knowledge of the organization, policies, and administrative procedures of the District and legislation
- Ensuring the maintenance of positive communications and favourable relations between the office of the Secretary-Treasurer/CFO and all levels of the organization, City of New Westminster, partnership groups, external agencies, and members of the public
- Preparing agendas, recording minutes of Board of Education meetings, initiating follow-up action, analyzing, and establishing priorities and timelines, conducting research, and developing reports, coordinating a variety of projects, organizing activities, processing a continuous volume of work at a high level of accuracy and precision, and keeping current professionally
- Preparing, publishing, and distributing a wide range of publications, memoranda, agendas, minutes, reports, and presentations while meeting multiple deadlines
- Administer and initiating projects with minimal supervision, in conjunction with the day-to-day operations of the office of the Secretary-Treasurer/CFO, and
- Working in partnership with the Office of the Superintendent of Schools/CEO

About the Candidate

The successful candidate will be an individual who is outstanding at anticipating needs, bringing a "customer service" orientation to every interaction with both internal and external stakeholders. A self-starter with demonstrated professionalism, superior administrative and organizational skills. Willingness to work some evenings and at times longer hours on short notice as needed to meet deadlines.

Qualifications

- Completion of a Business Administration program, Bachelor's Degree or equivalent education combined with relevant work experience;
- A minimum of five years' relevant experience in a progressively more complex administrative support role, preferably in a public sector or large complex organization
- Proficiency with technology including MS Office, eScribe and other relevant computer software is required.
- Demonstrated flexibility, initiative and the ability to work under pressure in a wide variety of assignments with minimum supervision

- Availability to attend two evening Board of Education/Committee meetings during instructional months of the school year
- Proven ability to plan and follow-up on projects to ensure tasks are completed in a timely manner
- Ability to maintain professional communication and confidentiality with outside agencies
- Ability and desire to work as part of the team of Executive Assistants providing support to senior staff and the Board of Education
- Experience working with a Board of Directors would be an asset

Application process

Qualified applicants can apply on Make a Future at: <https://bit.ly/3PIZdHd>. This position will remain open until a suitable candidate is found, however applications received prior to 9:00am on Wednesday, July 20, 2022, will be assured of full consideration.

Note: Faxed resumes will not be accepted. The successful applicant will be required to consent to a Criminal Records Search prior to employment. New Westminster Schools values the time you have taken to submit your application; however, only those applicants selected to move forward will be contacted. To all others, thank you for your interest.

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

New Westminster Schools welcomes and encourages applications from women, visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, any gender identity or gender expression. If you require an accommodation through our hiring process, please include your request in the application email to equity@sd40.bc.ca.