



Executive Assistant (Maternity Leave)

The Board of Education of School District No. 19 (Revelstoke) invites applications for the Full-time Term position of Executive Assistant during the incumbent's Maternity Leave.

School District No. 19 (Revelstoke) serves the educational needs of approximately 1100 students in 3 elementary schools and 1 secondary school and employs approximately 160 staff.

Located in Revelstoke which combines the natural beauty, amazing outdoor recreation opportunities associated with the Revelstoke lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.

Position

Reporting to the Superintendent of Schools, the Executive Assistant will provide administrative support to the Revelstoke Board of Education, Superintendent of Schools, Secretary Treasurer, and the District staff. The position requires confidentiality, discretion, and superior information management skills. The incumbent will take responsibility for identified areas of services and provide essential administrative support functions. Work performed will be accurate and complete, using established policies and procedures while being given limited direction.

Duties include:

- Scheduling, organizing, and managing appointments and events, including large group events.
- Supporting district staff to ensure that Ministry of Education and Child Care and District deadlines are met.
- Performing a variety of confidential administration tasks.
- Maintaining and securing all confidential employee personnel files, lists and records.
- Maintaining a comprehensive and specific knowledge of the organization, collective agreements, policies, and administrative procedures of the District and Legislation.
- Planning and organizing information/data for staffing processes and completing contracts for employees.
- Supporting and organizing recruitment and employment of staff.
- Providing a variety of senior administrative duties such as composing correspondence, oral inquiries, scheduling meetings, preparing agendas, drafting minutes of committee meetings, word processing, use of MyEducation BC, and spreadsheets, while meeting multiple deadlines.
- Attend and record minutes of school board meetings which take place in the evenings.
- Manage the calendar and schedule of the Superintendent and the Secretary Treasurer in coordination with the Board of Education.
- Gather information and coordinate the development of the annual school calendar.
- Responsible for supporting the District's website.
- Coordinate and arrange travel for the Superintendent, Secretary Treasurer and Trustees.

The successful candidate will possess:

- Extensive experience at the executive assistant level.
- Excellent communication (verbal and written), organization and human relations skills.
- Demonstrated flexibility and initiative.
- Significant attention to detail and the ability to work under pressure in a wide variety of assignments with minimum supervision.
- A services-oriented approach, including the ability to maintain a positive relationship with employees and employee groups, senior administration and partner groups, and the Board of Education.
- Extensive experience with office applications (including Word, Power Point, Excel) and the ability to adapt to other specialized software applications as required.
- The ability to maintain information of a highly confidential nature.
- The ability to handle sensitive and confidential information appropriately, with integrity and discretion.
- The ability to multi-task, prioritize, and deal with uncertainty, in a complex and changing environment.
- The ability to take initiative and work independently, co-operatively, and collaboratively, with minimal supervision and instruction.

Education, Certificate, and Experience

- Post-secondary certificate in Business or Office Administration.
- Current and valid Class 5 BC Driver's Licence.
- Five years office management experience in a senior secretarial position or executive assistant position.
- Two years supporting executive management.
- Public sector experience.
- A clear Criminal Record is required for this position, with a review to be updated every five (5) years.

Application closing date: May 23rd, 2025

Starting date: June 16th, 2025

End date: December 31st, 2026

This is a full-time twelve-month temporary exempt position offering a competitive salary and benefits. Consideration may be given to adjusting the work year based on the needs of the successful candidate. The starting salary range is \$63,770 to \$71,741 per annum. Interested qualified applicants should submit a cover letter and resume which must include three professional supervisory references familiar with your professional performance. Please also include any supporting documents and transcripts.

Applications can be submitted to:

Roberta Kubik
Superintendent of Schools
School District No. 19 (Revelstoke)
PO Bag 5800, 501 11th Street
Revelstoke, BC V0E 2S0
Email: rkubik@sd19.bc.ca

We appreciate all interest in this position however, only those selected for interviews will be contacted by the District.