

The Federation of Independent School Associations in BC (FISA BC) is looking to hire a full-time proactive, well-organized Executive Office Assistant to support the work of the FISA's Executive Director (ED) and Assistant Executive Director (AED). The ideal candidate is results oriented, takes initiative, can effectively prioritize tasks and projects and is drawn to a work environment that requires collaboration and teamwork. You will often be the first contact for the FISA organization so you have a welcoming demeanor and share a passion for, and knowledge of, independent school education in BC. The requisite skills/experience are:

Reception:

- Answering, monitoring, and referring phone calls and email enquiries
- Exercising good judgment and perpetuating the FISA message in all communications with the public, government, and media
- Possess strong spoken and written communication skills

Financials:

- Office bookkeeping functions (payables, receivables, payroll, bank reconciliation, monthly financial statements...)
- Bookkeeping support for FISA Committees (Scholarship, Technology...)
- Administer and monitor the provincial funding programs (French Grant, Dry Grad, Artists in Education, Professional Learning funds...)

Office Management:

- Coordinating and prioritizing the office work flow
- Possess strong computer skills, including Word, Excel, PowerPoint, Access, and accounting software (QuickBooks)
- Maintaining electronic and hard copy files, preparing FISA correspondence and Board packages, memos, the FISA Newsletter and Bulletin Board
- Managing the FISA schools' database and utilizing the information to provide informative statistical data
- Ensuring the FISA website is updated with relevant and current information

Additional Duties/Expectations:

- Working with the FISA ED to prepare for Board meetings and the recording of Board meeting minutes
- Providing clerical support for the ED and AED as required (scheduling meetings, arranging travel and accommodations, registering for conferences...)
- Maintain all confidential information in trust and strict confidence

Other duties as requested from time to time by the Executive Director and Assistant Executive Director.

This position offers a competitive salary based on experience and qualifications, and offers an opportunity for advancement. Candidates are asked to supply a cover letter, resume and recent work references by August 24, 2018. Documents may be mailed to—**Attn: Shawn Chisholm, FISA BC 4885 St. John Paul Way, Vancouver, BC, V5Z 0G3** or emailed to— info@fisabc.ca — please enter **Executive Office Assistant** in the subject line.

Questions about this position may be directed to Shawn Chisholm via email: shawn@fisabc.ca.