

FISA Executive Assistant Position

The Federation of Independent Schools BC (FISA BC) is looking to hire a proactive, well-organized Executive Assistant to support the work of the FISA Executive Director (ED), Assistant ED and Board of Directors. 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 the media

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...)

Office Management:

- Coordinating and prioritizing the office work flow
- Maintaining electronic and hard copy files, preparing FISA correspondence and Board packages, memos and briefs and the Bulletin Board from the Federation News
- Managing the FISA 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 Assistant ED as required (scheduling meetings, arranging travel and accommodations, registering for conferences...)
- Maintain all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party

This position offers a competitive salary based on experience and qualifications. Candidates are asked to supply a cover letter and resume to shawn@fisabc.ca by September 21, 2018.