

FISA Executive Assistant Job Opening

The Federation of Independent School Associations BC (FISA) is looking to hire a proactive, well-organized Executive Assistant to support the work of the FISA Executive Director and Assistant Executive Director, working in partnership with an established Executive Assistant. The ideal candidate is results oriented, takes initiative, can effectively prioritize tasks and projects and is drawn to a work environment that embraces 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 the value of K-12 education in BC.

The requisite skills/experience required and shared by the FISA Executive Assistants are:

Communication:

- Answering, monitoring, and referring phone calls and email inquiries
- 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 Efficiency:

- Collaborating on the prioritization of the office workflow
- Possess strong computer skills, including Word, Excel, PowerPoint, Access, and accounting software (QuickBooks)
- Maintaining electronic and hard copy files, preparing FISA correspondence and Board Meeting 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 (WordPress)

Additional Duties/Expectations:

- Working with the FISA Executives to prepare for Board meetings and the recording of Board meeting minutes

- Providing clerical support for the Executive Director and Assistant Executive Director 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. Candidates are asked to supply a cover letter, resume and recent work references by January 23, 2023 to Shawn Chisholm at shawn@fisabc.ca.

Job Type: Full-time

Salary: From \$58,000.00 per year

Benefits:

- Pension
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Vision care