

# Federation of Independent School Associations in BC

## JOB POSTING

### Executive Assistant

The Federation of Independent School Associations in BC (FISA BC) is looking to hire a proactive, well-organized Executive Assistant (EA) to cover a maternity leave and supporting the work of the FISA's Executives. 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 may be the first contact for the FISA organization so you have a welcoming demeanor and share a passion for education and will prioritize expanding your knowledge of independent school education in BC. Your skill set will include some or all the following:

#### Financials:

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

#### Communication:

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

#### Office Efficiency:

- Collaborating on the prioritization of office workflow
- Possess standard computer skills, including Word, Excel, PowerPoint and possibly Access, and accounting software (QuickBooks) with welcomed experience with WordPress
- Maintaining electronic and hard copy files, preparing FISA correspondence and Board packages, memos, newsletters....
- 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
- Managing work calendars

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 and benefits based on experience and qualifications. Candidates are asked to supply a cover letter, resume and recent work references to the FISA office via email [\[info@fisabc.ca – please enter Executive Assistant in the subject line\]](mailto:info@fisabc.ca) by **June 23, 2023**. Ideally, the successful candidate will join the FISA team no later than **July 4, 2023**. Questions about this position may be directed to Shawn Chisholm via email at [shawn@fisabc.ca](mailto:shawn@fisabc.ca)