



Executive Assistant

[Position Description](#) | [Qualifications](#)

PREAMBLE

The public education system plays an important role in the everyday lives of Greater Victoria students and parents, as well as the larger community. Supporting open information sharing and creating opportunities for greater public involvement in programs and services, is a priority for the Greater Victoria School District.

OVERVIEW

Reporting to the Deputy Superintendent, the Executive Assistant is the first point of contact by phone, email, and in person at the School District Office and provides administrative services including supporting public information and engagement efforts to keep our public informed, providing exemplary customer service, coordinating office procedures, and providing administrative and coordination support to public engagement projects and programs. This position deals with a high level of confidential information and requires the individual to function with a significant amount of independence and discretion. The position operates in a high volume environment with frequent interruptions and changing priorities.

POSITION DESCRIPTION

Executive Assistant

Provides confidential support to the Deputy Superintendent, managing schedule, confidential correspondence to internal and external contacts.

- Assists with public workshops and events, including event coordination, scheduling, drafting and distributing events plans, preparing public materials, ordering refreshments and related supplies as required and note taking of meeting minutes, as needed.
- Administers and monitors program/department budget allocations; coordinates purchases, reviews monthly financial transactions posted to the accounts
- Composes correspondence, briefing notes, reports, forms and email as required and may edit and format draft documents as requested, including media releases, newsletters, website content)
- Maintains files including the preparation and tracking of confidential and technical information to maintain accurate and current organizational data

Coordinates and supports the board of education, developing agendas, taking minutes, liaising with trustees

- Researches, extracts and collates information for preparation of memoranda, reports and other documents for internal and external distribution

Communications Officer support

- Develops, maintains, and updates content on District website, online consultation, and social media tools (e.g. Twitter, Facebook, and LinkedIn) as directed.
- Distributes and archives media releases, and monitors traditional and social media coverage daily. Completes daily media monitoring services for internal distribution to leadership, administration and Trustees
- Assists in the implementation of new communications standards and templates to establish greater consistency and effectiveness across the District.
- Recent experience with and knowledge of video shooting and editing programs/software, familiarity in Adobe Design and graphics, as well as creating online content including video and graphics.

Administrative team member

- Coordinates administrative services including implementing and updating established administrative policies, procedures and services
- Responds to enquiries from District staff, parents, students, the public and Trustees and acts as a resource or contact person

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description.

QUALIFICATIONS

Executive Assistant

EDUCATION

Completion of a post-secondary business administration (1 year) diploma or degree with an emphasis on office administration and communications or comparable

EXPERIENCE

Two (2) years' communications or advanced administrative experience, including a variety of communications tools and updating websites and social media; or a combination of education and experience may be considered

KEY COMPETENCIES - KNOWLEDGE, SKILLS AND ABILITIES

- Strong writing skills for engaging and understanding by broad public audience
- Extensive knowledge of social and online tools, as well as Microsoft Office
- Knowledge and ability to process Freedom of information requests
- Broad knowledge in the area of Human Rights (Complaints) Processes
- Broad knowledge in the area of Inclusive Education
- Broad knowledge of communications and public engagement principles and policies in a public sector environment
- Broad knowledge of project coordination systems and tools
- Broad knowledge of budget preparation and control procedures
- Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures
- Keyboarding at 60 W.P.M.
- Ability to perform job related mathematical calculations

PROBLEM SOLVING REQUIREMENTS

- Demonstrated ability to take initiative and exercise discretion in the role
- Ability to organize work in order to coordinate and direct the administrative work of the department
- Ability to prioritize work in a busy environment often under pressure and multiple demands
- Ability to work well independently and as a member of a team
- Ability to compose business correspondence

INTERPERSONAL REQUIREMENTS

- Ability to maintain confidentiality of sensitive information seen or heard
- Effective written and oral communication skills and the ability to request and convey information in an effective and engaging manner
- Ability to effectively work with a variety of key stakeholders, both internal and external

WORKING CONDITIONS

- Sufficient vision and hearing to perform related job duties
- Able to perform physical and mental activities related to job duties
- Able to occasionally lift up to 18 kg (40 lbs) and operate job related equipment
- Occasionally work outside of normal work hours, including weekends and evenings