



CATHOLIC INDEPENDENT SCHOOLS

DIOCESE OF PRINCE GEORGE - www.cispg.ca

POSITION TITLE:

Executive Assistant to the Superintendent of Catholic Independent Schools

ROLE DISCRPTION:

Reporting to the Superintendent of the Catholic Independent Schools, Diocese of Prince George, the incumbent serves the Superintendent of Schools, and works collaboratively with the Coordinator of Curriculum and Instruction and the Finance Officer. The incumbent performs specific administrative duties and maintains official and confidential communications.

We are looking for a professional and responsible individual to perform administrative tasks, at an executive level, in a fast paced environment, in a well-organized and timely manner. The successful candidate will need to act proactively and with minimal guidance, while understanding the needs of the people with whom they work and demonstrating a respect for the Catholic faith and work environment.

Responsibilities include, but are not limited to:

- Being the point of contact between the office of the Catholic Independent Schools, the Chancery, the Dioceses, Principals and Staff of the 8 Catholic schools, and the BC Ministry of Education
- Preparing confidential contracts and maintaining personnel records
- Demonstrating initiative, judgement, discretion and confidentiality
- Multi-tasking and meeting deadlines, with many competing priorities
- Arranging the daily work schedule which includes preparation of various meeting materials, securing travel and other arrangements
- Preparing reports, correspondence and other documents for internal and external use
- Drafting letters and memos on behalf of the Superintendent
- Preparing agendas and coordinating materials for the Board of Directors meetings
- Recording, transcribing, and circulating accurate Minutes for review in a timely manner
- Following up all Action items from the meetings
- Maintaining all official meeting documents and records
- Maintaining the contents of the CISPG website
- Preparing and maintaining the annual calendar for the CISPG organization
- Performing other duties as the Superintendent may, from time to time, require.



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QUALIFICATIONS:

- Post-secondary training in office administration, equivalent to a two-year diploma in Business Administration – a combination of education and experience will be considered
- Demonstrated ability to manage an office
- A high level of proficiency with computer software, including word processing, spreadsheets, databases, desktop publishing, presentation software and website management
- Excellent verbal and written communication skills
- Excellent organizational, planning and time management skills
- Excellent file and records management skills
- Minimum of five year's work experience in an executive administration position
- The ability to work independently with minimal supervision, and to meet deadlines
- The ability to be flexible, to adapt to change and to deal effectively with emergencies
- The ability to use sound judgment and tact in exercising independent action
- Proven ability to make reasoned decisions, to recognize sensitive situations and the impact of potential solutions.

Qualified applicants should submit a cover letter and resume electronically to the attention of:
Mr. Chris Dugdale, Superintendent
Catholic Independent Schools, Prince George
at: cdugdale@cispg.ca

Deadline for submission: Monday, April 16, 2018
Projected start date: Monday, July 3, 2018

Salary will be determined by qualifications and experience.