

Executive Assistant

Christ Church Cathedral School (CCCS) is an Anglican Elementary and Middle School located in downtown Victoria and serves students from Junior Kindergarten to Grade 8. We have been providing an outstanding educational experience to students from all backgrounds since 1990. Our student population continues to grow and we are engaged in an exciting process of facility expansion. CCCS offers a competitive salary and benefits package, along with a supportive, fun and friendly working environment.

Position Overview

We are seeking a full-time Executive Assistant who will work closely with the Head of School, Leadership Team, and Administrative Assistant to support the realization of the strategic goals of the school and coordinate timely and effective communication to all stakeholders. The successful candidate will have a keen eye for detail, exceptional organizational skills, and a desire to provide outstanding service to all members of the CCCS community. The Executive Assistant will be able to effectively manage priorities in a busy and demanding environment and maximize the successful fulfillment of executive responsibilities while engaging in a warm and friendly manner with students, parents, staff, visitors, and the Board.

Major Responsibilities

- Manage the Head of School's calendar including scheduling, rescheduling and adjusting meetings as needed
- Assist in the preparation of reports, presentations and spreadsheets; prepare confidential correspondence and other materials
- Schedule, coordinate, prepare agendas and arrange for attendees for various meetings. Provide back-up materials for the Head of School prior to all meetings
- Attend meetings as required to take minutes, give presentations, or provide information
- Establish and maintain highly organized filing systems on electronic and traditional files
- Provide administrative support for audits and regular reporting to the Ministry of Education and other authorities
- As a confidential assistant to the Head of School, deal diplomatically with people and issues often of a delicate, highly sensitive or demanding nature
- Proactively support the management of staff, parent, student, alumni and Board relationships, prioritizing actions to meet stakeholder requirements
- Coordinate the flow of information and communication between the Head of School and key stakeholders
- Assist in special projects for the Head of School such as strategic planning, event planning, fundraising initiatives and other ad hoc projects
- Follow up on projects, requests, and reports in order to meet deadlines and resolve issues
- Proofread Head of School's correspondence, weekly newsletters, permission forms and report cards as required

- Coordinate major school events such as the Welcome Back BBQ, Remembrance Day Ceremony, Graduation Ceremonies and collaboratively assist with other events such as the Christmas Concert and various staff and student events
- Receive admissions requests and maintain a database of prospective students, communicating at regular intervals to facilitate registration
- Assist with the planning and creation of marketing materials, print, and online advertising to drive enrollment
- Receive, welcome and assist visitors to the school office
- Receive and screen phone calls, mail and emails, responding and redirecting as appropriate
- Research and initiate action to ensure responses and/or actions are taken by appropriate deadlines
- Liaise with the Director of Finance regarding purchases and communication of financial matters to staff, parents, or the Board
- Complete other tasks and duties as required

Competencies/Characteristics/Skills and Abilities

- Expert interpersonal skills, discretion, tact and diplomacy. Sound judgment and ability to maintain discretion while witnessing and being privy to sensitive situations
- Strong administrative skills:
 - Expert prioritization, planning, organizational and administrative skills
 - Capacity to manage multiple tasks with complex priorities and deadlines
 - Highly organized with the ability to create efficient systems for workflow
- Expert communications skills, both written and verbal.
- A strong work ethic with a willingness to go above and beyond for the betterment of the School
- A team player who can work with diverse stakeholders and expectations
- Demonstrated ability to lead others by example, provide guidance and encourage a positive team atmosphere
- A commitment to professionalism
- Self-starter with the ability to learn quickly
- Enthusiastic with a positive, can-do attitude
- Flexible and resilient
- A keen eye for detail and desire to provide exemplary service
- Strong knowledge and experience with computer technology including Microsoft and Google platforms

Qualifications

- Three to five years of experience supporting a Senior Executive, CEO or Head of School in a similar role, or operating in a senior management role performing a range of diverse duties.

- Post-Secondary Degree or Diploma (an equivalent level of qualifications and experience may be considered)
- Experience in an independent school is an asset

Working Conditions and Requirements

- A positive and rewarding culture within a friendly K - grade 8 school community
- Fast paced environment with regular deadlines
- Work normally requires a high level of mental effort in reading, communication - verbal and written, meeting deadlines, handling multiple demands amid distractions and interruptions
- Full COVID-19 vaccination with minimum of one booster dose
- Successful clearance of a Criminal Record Check is a condition of initial and ongoing employment
- Must be legally entitled to work in Canada

Benefits:

- Matching RRSP program
- Extended health, dental and vision benefits plan
- Long-term disability insurance
- Employee assistance program
- Life insurance
- 50% tuition discount for employees' children
- Up to 10 paid sick days/year
- 2 Discretionary days/year

Job Type: Full-time, Permanent

Salary range: \$50,000 - \$60,000 depending on experience and qualifications

Experience:

- related: 3 years (required)

Please send your cover letter and a resume to HR@cathedralschool.ca

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. The position will remain open until filled. Interviews will start immediately. The position start date is as soon as possible following clearance of a criminal record check and references.