



**STZ'UMINUS
EDUCATION**

Employment Opportunity

Position Title:	Executive Assistant to the Superintendent of Learning
Wage Range:	\$28 - \$35 / hour
Location:	Stz'uminus Education Society, Stz'uminus First Nation, Ladysmith, BC
Reporting to:	Superintendent of Learning
Weekly Schedule:	5 day work week, including some evening/weekend work
Hours/Day:	8
Available for Weekends/Evenings:	Yes
Employment Type:	Full Time, Permanent, Year-Round

Stz'uminus Education Society Vision:

As Stz'uminus mustimuxw, we are leading the way on a journey of life-long learning and are guided by the four principles of: *Sacred Teachings (snuwuyulh)*, *Helping Each Other (tsi'tsu watul)*, *Love (nu stli'ch)*, and, *Together as One (nutsamaat)*.

Position Summary

Stz'uminus Education Society (SES) is seeking an Executive Assistant to join our Administration Team supporting the Superintendent of Learning. The ideal candidate will be a proactive problem-solver with exceptional communication skills and meticulous attention for details. Our team is passionate about supporting the Stz'uminus community and the ability to balance priorities while making meaningful connections is important to success in this role.

The Opportunity:

- Coordinate all internal/external meetings for which the Superintendent of Learning is responsible, including: room bookings, meals, agenda preparation, minute taking and preparation of meeting document packages
- Oversee all incoming and outgoing communications, including emails, phone calls, reports and internal correspondence
- Keep the Superintendent's calendar up to date
- Prepare, draft, and finalize confidential documents such a memorandum, meeting minutes, letters, briefing reports, scheduled/unscheduled reports, funding proposals, etc
- Ensure orderly and secure filing system for confidential files and information
- Monitor deadlines, task completion and related administrative matters

- Assist with financial matters for assigned programs, including expenses and budgetary requirements
- Act as a point of contact for the Superintendent of Learning for day-to-day operations and respond to general inquiries and redirect to appropriate staff
- Stay fully informed and up to date on matters before the Superintendent of Learning
- Support the Stz'uminus Learning Community through an understanding of hul'q'umi'num and Coast Salish cultural learning

What You Bring:

- Strong interpersonal and communication skills and the ability to work effectively and respectfully with Indigenous peoples
- Exceptional attention to detail
- Excellent organizational and time management skills
- Proven ability to be adaptable and flexible in the workplace and to be trusted to take initiative
- Fully capable when using a variety of computer software programs, including Microsoft Word, Excel, Outlook, etc
- Ability to handle sensitive information with discretion, paying close attention to confidentiality at all times
- Strong morals and ethics along with a commitment to staff and learning community privacy
- Knowledge, respect and understanding of Stz'uminus community and Coast Salish ways of knowing and being
- Experience working with a First Nations community is considered an asset

To explore how we might work together, we invite your application via careers@stzuminus.com by May 2, 2024

