



Catholic Independent Schools of Nelson Diocese

The schools of the Nelson Diocese are situated in the beautiful Okanagan and Kootenay regions in the province of British Columbia, Canada. At present, there are six elementary schools and one high school with a population of just over 1300 students. Cranbrook, Nelson, Trail, Penticton, Kelowna, and West Kelowna each host an elementary school, while the grade 8-12 regional high school is in Kelowna.

Is currently seeking applications for:

**Administrative Assistant to Superintendent of Catholic Independent Schools of Nelson
Diocese (CISND)**

Location: Kelowna, BC

The Catholic Independent Schools of Nelson Diocese (CISND) is seeking an exceptional individual for the position of **Administrative Assistant**, with duties to commence on March 18, 2024.

The Roman Catholic Diocese of Nelson is seeking a full- to part-time administrative assistant to support the Superintendent of Schools. Working in the Kelowna Catholic Pastoral Centre, the incumbent will provide comprehensive administrative support and liaise with both school and parish communities in a courteous and efficient manner while maintaining absolute professionalism and confidentiality. The annual work calendar will be similar to the school year with the potential for time off at Christmas, Spring Break, and some of the summer.

The Administrative Assistant provides support to the Superintendent of CISND schools. He/She is responsible for the effective operation of the CISND and for the implementation of the policies, procedures and regulations established by the CISND and the Ministry of Education for Independent Schools in the province of British Columbia. He/She works collaboratively with the Superintendent of CISND, CISND Board of Directors, Pastors, Principals, and the seven Local Schools Administration to realize these goals.

Preference will be given to candidates with the following qualifications and skills:

- Identification with, and participation in, the life of a Catholic parish
- Commitment to Catholic education and lifelong faith formation
- Experience prioritizing and organizing multiple tasks; comfortable both taking direction and working independently to anticipate needs, manage deadlines, and complete tasks thoroughly and accurately
- Excellent communication and interpersonal skills; experience liaising with a diversity of persons and organizations, and contributing to the positive culture of the workplace
- Excellent command of the English language: writing, editing and proofreading
- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher), and experience managing online content
- Adept at organizing online and office filing systems, managing office supplies and services, booking travel and hospitality, taking minutes, administering employment contracts and expenses, and contributing to the success of meetings, seminars, and conferences
- Resourceful in directing or answering a wide variety of inquiries
- High levels of initiative, adaptability, good judgement, and confidentiality
- **Salary Range** : \$27.46-\$28.84/Hour

Please provide your cover letter and resumé, three professional references, a reference from your pastor, if available, (form at <https://www.cisnd.ca/employment.php>), a copy of any post-secondary transcripts or certificates, your most recent job evaluation report (*if available*). Please note that as a condition of employment, all employees of CISND must complete Safe Environment training, provide a current CRC, and proof of eligibility to work in Canada.

Electronic submissions only please to admin.assist@cisnd.ca

Deadline for application: March 8, 2024

CISND thanks all applicants in advance for their interest, however, only candidates short-listed for an interview will be contacted.

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