

BCSSA EMPLOYMENT OPPORTUNITY Executive Assistant

The BCSSA is seeking an experienced Executive Assistant who will thrive working in a small, busy, highly productive professional association. Reporting to the Executive Director, this position will be responsible for executive and committee support, meeting and conference coordination, records and data management, secretarial and organizational matters, and general office administration.

Qualifications will include experience in a confidential position and the proven ability to work well with committees. A university degree or advanced business and secretarial training is required. Salary will be commensurate with experience and based on an industry standard scale. An excellent benefit package is provided, including municipal pension plan.

Position profile and information about the BCSSA may be found on the association's website: www.bcssa.org

Letters of application and resumes must be received by Wednesday, January 18. Preference is to receive all applications electronically. Send to:

Wendy Lee
Executive Director
BC School Superintendents Association
wlee@bcssa.org

We thank all applicants for their interest. However, only those applicants selected for further consideration will be contacted.