**BOARD OF EDUCATION**

**SCHOOL DISTRICT NO. 50**

**HAIDA GWAII**

JOB OPPORTUNITY

**DISTRICT ADMINISTRATION OFFICE**

# CONTINUING CONFIDENTIAL ADMINISTRATIVE ASSISTANT

**START DATE: As soon as possible**

**SALARY: $26.07 per hour**

**HOURS OF WORK: Twenty (20) hours per week**

The Haida Gwaii Board of Education and its employees are committed to an educational community that fosters dignity, resilience, and personal success for all students while honouring the customs and traditions of the Haida Nation. Reporting to the Secretary Treasurer, the Confidential Administrative Assistant provides a variety of confidential and routine executive level administrative assistant services as directed.

**Qualifications:**

* Grade 12, plus completion of up to one year relevant post secondary training.
* Over three years, up to four years related administrative assistance experience is preferred.
* Experience with Microsoft Office programs.
* Team player with excellent written and oral communication skills.
* Must be extremely well organized, able to adjust priorities in a constantly changing, fast-paced environment.
* Ability to maintain confidentiality of all work related information.

**Please forward applications to:**

**Selection Committee**

**School District No. 50 (Haida Gwaii)**

**PO Box 69**

**Village of Queen Charlotte, BC V0T 1S0**

**E-mail:** **hr@sd50.bc.ca**

**Application Deadline: Thursday, October 26, 2017 at 4:00 PM**