



Executive Assistant

[Shawnigan Lake School](#) is a leading independent co-educational boarding school for ages 12-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include eleven boarding houses, a theatre, film lab, an observatory, salmon hatchery, rowing crew house on the lake, dance studio, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

For more information, explore our [Shawnigan at a Glance](#).

Shawnigan Lake School is committed to [safeguarding](#) and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Candidates will be required to undergo child protection screening appropriate to the post, including checks with previous employers and a vulnerable sector criminal record check.

JOB DESCRIPTION

EXECUTIVE ASSISTANT (HEAD'S OFFICE)

Shawnigan is always looking for diverse and ambitious administrators, and as part of our Strategic plan [Project Future](#), the Head's Office team is expanding, and excited to invite applicants for the newly created Executive Assistant role.

The Executive Assistant acts as the primary administrative support to the Head of School while coordinating the daily business of the Head's Office. The Executive Assistant serves to enable the Head of School to be effective, efficient, highly informed, and able to maintain a visionary and strategic position in their leadership of the School.

The Executive Assistant will work closely with the Head's Office team to support Senior Leadership Team and Board initiatives, events, meetings, and travel coordination.

Shawnigan offers a [competitive compensation package](#) and a nurturing, family-friendly workplace. The salary range for this role is \$65,000 to \$75,000 per annum, commensurate with qualifications and experience.



ROLES AND RESPONSIBILITIES

Roles and responsibilities of the Executive Assistant include, but are not limited to,

- Assist with coordinating the operations of the Head of School's Office with a focus on professionalism and efficiency
- Maintain a warm and welcoming environment for all visitors to the Head's Office, providing a helpful source of information and assistance to students, staff, and guests
- Liaise with staff, parents, students, alumni, and other supporters and communicate news, information, and other school business to students, staff, parents and board members
- Provide confidential crisis management support to the Head of School and the Senior Leadership Team
- Assist in the organizing and coordination of a variety of school events, including Remembrance Day, Christmas Carol Service, Memorials, School Photo Day, Graduation, Closing Day etc.
- Support members of the Senior Leadership Team, Board and the Head's Office with transportation/travel coordination
- Support the Head's Office team with creating the Board of Governors meetings, affinity group meetings and organizing the logistics for the Board retreat off campus
- Support the Head of School with their Advisees – this includes at least two weekly meetings, supporting the students' individual needs, mentoring them, connecting with parents and writing reports
- Work with the Ministry of Education, and the Academic Office to support all Ministry reviews and accreditations

REQUIREMENTS

- Legally entitled to work in Canada or if not, receive all appropriate visa and permissions to legally work in Canada
- A university degree with a minimum of five years experience working in a support capacity to a senior executive preferred
- Highly skilled with office coordination, planning, and scheduling, including the management of calendars and the coordination of meetings and travel
- Intermediate to advanced skills in the use of MS Office software (PowerPoint and Excel spreadsheets, MS Word etc.), and familiarity with Raiser's Edge and Education Edge software preferred
- Experience managing multiple priorities and meeting inflexible deadlines
- Ability to manage a high volume of relationships and connections
- Excellent verbal and written communications skills
- Experience working in a boarding school or campus environment an asset

NEXT STEPS

To apply, please send a resume and cover letter specifically expressing your interest in working at Shawnigan, along with copies of your qualifications to the attention of Cheryl Miranda, Executive Assistant to the Head, via email at recruitment@shawnigan.ca.

We ask you to please provide references at the shortlist stage of the recruitment process.

Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We express our appreciation to all applicants for their interest in this position, however only candidates selected for an interview will be contacted.

Position closes when filled.

