



# OLD MASSETT VILLAGE COUNCIL



## Chief Matthews School

### JOB POSTING

<b>POSITION</b>	Administrative Assistant
<b>REPORTS TO</b>	Principal & Vice Principal
<b>JOB TYPE</b>	Full Time, Permanent

### ABOUT CHIEF MATTHEWS SCHOOL

At Chief Matthews School, we promote a healthy, safe, and fun learning environment that fosters cultural confidence; where motivated learners demonstrate respect for each other and Haida Gwaii.

We balance high expectations academically through the BC Curriculum with our Traditional Haida teachings. Our school is a K/4 to Grade 5 in Old Massett and we serve both Old Massett and neighbouring Massett communities.

As a strong group of approximately 25 staff members consisting of teachers, Education Assistants, Administration, and other support staff, we collaborate to create a thriving school community and ensure our students' success.

### WE OFFER

We are pleased to provide:

- 35-hour per week workplace that is engaging, dynamic and fun
- Competitive salary based upon the experience you bring and as per Old Massett Village Council's (OMVC) wage scale
- Enrolment in our health and dental benefits
- Eligibility to participate in our pension plan
- Professional development opportunities offered locally and with First Nations Education Steering Committee

### ABOUT THE OPPORTUNITY

This position reports to the Principal and Vice Principal oversees the smooth running and efficient operations of the school office and performs a variety of administrative duties in collaboration with the team. A central point within the school, the Administrative Assistant takes a well-organized and process-driven approach to their work while maintaining a strict level of confidentiality. This pivotal role interacts with the school community and is instrumental in ensuring a positive and professional environment.

### SELECT DUTIES & RESPONSIBILITIES

- Provides confidential administrative support including correspondence, keeping record, preparing reports, coordinating and attending meetings/events/fundraising/school professional development activities, scheduling travel, organizing and maintaining ministry forms and files



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- Supervises and leads the Receptionist ensuring that work is effectively delegated and completed and, as needed, provides coverage for the Receptionist when away from the office
- Engages with the school community to de-escalate and respond effectively to highly sensitive situations, following safety protocols and appropriate reporting procedures, as necessary
- Completes work plans, interim reports and final reports for funding grants from FNEESC, TRICORP, and other outside funding agencies under the advisement of Administration
- Monitors school and department accounts with the oversight of Administration and collaboration with Old Massett Village Council Accounts Receivable
- Answers inquiries and relays messages from parents, students, public and other staff
- Communicates with school staff on scheduling and correspondence from Administration
- Ensures the maintenance of and school office equipment and appropriate levels of supplies
- Performs minor first aid and advises parents of injury or illness
- Other duties as required to help support our vision, fulfill our mission and abide by our values

### YOU WILL BRING

- Grade 12 level education or equivalent
- Certificate in Office Administration or related field an asset
- 4 years experience in a similar role with experience with bookkeeping and office procedures, leadership experience an asset
- Training in Level 1 First Aid or better, or the willingness to obtain certification

### OUR DESIRED KNOWLEDGE, SKILLS & ABILITIES FOR THE ROLE INCLUDE

- Good interpersonal skills and the ability to be an integral part of a team
- Ability to maintain a high level of ethical behaviour and confidentiality when dealing with students, peers and community
- Coaching leadership approach to ensure that colleagues are supported to complete their work and grow within their role
- Excellent verbal and written communication skills
- Haida language, an asset
- Strong organization skills, with the ability to prioritize and multitask in a demanding environment while taking a process-oriented approach
- Good problem solving and decision making
- Ability to operate typical office equipment (ex telephones, copiers, etc.)
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook), experience using Smartboard technology and *Connected North Virtual learning* platform preferred
- Ability to type 60WPM
- Sense of ownership and initiative
- Strong attention to detail, ability to develop routine reports and correspondence and support all departments with general administrative tasks
- Ability to follow instructions from others and also to work independently
- Must successfully pass a criminal record check



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### WORKING CONDITIONS/PHYSICAL DEMANDS

- Fast-paced office environment with regular interruptions
- Work environment is typically high-energy, loud and busy
- Regularly required to stand, walk and sit
- Frequently lift and move office supplies and equipment

**HOW TO APPLY:** Are you interested in bringing your skills and experience to support a dynamic learning environment? Please submit your resume with cover letter and 3 professional references to Chantel Wellman at [chantel@hrwest.ca](mailto:chantel@hrwest.ca) by **Monday, April 10, 2023**.

We sincerely thank all applicants for their interest in a role with Chief Matthews School. Only applicants who are selected for an interview will be contacted.