



**Executive Assistant to the Superintendent**

**Catholic Independent Schools of the Nelson Diocese (CISND)**

**Location: Catholic Pastoral Centre (Kelowna, British Columbia)**

**Overview**

The Catholic Independent Schools of the Nelson Diocese (CISND) serve over 1,400 students across six elementary schools and one regional high school in the Okanagan and Kootenay regions of British Columbia.

CISND is seeking a highly skilled Executive Assistant to the Superintendent to provide senior-level administrative and organizational support within a complex educational and governance environment. This role requires strong judgment, discretion, independence, and the ability to operate confidently with senior leadership, Boards of Directors, and provincial organizations.

The position is based at the Kelowna Catholic Pastoral Centre. The annual work calendar generally aligns with the school year, with potential time off during Christmas, Spring Break, and portions of the summer.

**Key Responsibilities**

- Provide executive-level administrative support to the Superintendent
- Support CISND governance, including Board of Directors meetings, agendas, minutes, and follow-up actions
- Serve as a professional liaison with principals, pastors, diocesan offices, and provincial organizations
- Prepare, edit, and manage correspondence, reports, and confidential documentation
- Manage calendars, meetings, travel, and district-level events
- Maintain efficient digital and office filing systems
- Support HR-related administrative processes, contracts, and expense tracking
- Exercise discretion, sound judgment, and confidentiality at all times

**Required Qualifications and Attributes**

- Active participation in a Catholic parish and commitment to Catholic education
- Post-secondary education (education, administration, or a related field preferred)
- Experience in a senior administrative or executive assistant role
- Strong organizational skills with the ability to manage multiple priorities independently
- Excellent interpersonal and communication skills, including experience working with Boards or senior leaders
- Digitally fluent, with advanced capability in Microsoft Office and confidence using digital collaboration, document management, and scheduling platforms
- Excellent written English, including editing and proofreading
- Professionalism, initiative, adaptability, and confidentiality

**Application Process**

Please submit electronic applications only, <https://www.cisnd.ca/page/careers> including:

- Cover letter and résumé
- Two professional references - no letters.
- CISND Pastoral reference form (if available)
- Relevant post-secondary transcripts or certificates
- Most recent performance evaluation (if available)

Employment is conditional upon completion of Safe Environment Training, a current Criminal Record Check, and proof of eligibility to work in Canada.

CISND thanks all applicants for their interest; only those selected for an interview will be contacted.