



School District 70 Pacific Rim

Employment Opportunity

School District 70 Pacific Rim is seeking to fill the following position:

Executive Assistant – Pacific Rim International Student Program

The Pacific Rim School District invites applications for the position of Executive Assistant – International Student Program. Working with the International Student Program team, the Executive Assistant will be responsible for the efficient operation of the International Program office and will support the collective needs of the team. This is a full-time position with negotiable hours. This position is excluded from the union with a competitive salary and a comprehensive benefit package. The Executive Assistant must maintain a high degree of discretion and confidentiality while functioning in an environment where time sensitive issues and projects are addressed effectively. It is essential that the candidate has the ability to work independently and with a minimum of supervision. Attendance at some weekend, evening events may also be a requirement of the position. Start date is July 1, 2022 but is negotiable.

For more information on this position, contact Marc Fryer, District Principal of International Programs (mfryer@sd70.bc.ca) Interested applicants should forward their resume with supporting documentation and cover letter to: Barb Witte, Executive Assistant, **before 9:00am, May 20, 2022. Application packages may be submitted electronically to bwitte@sd70.bc.ca.** In submitting an application package, candidates consent to the district contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the submitted application package.