

Executive Assistant to the Superintendent

Location	Catholic Pastoral Centre, Kelowna, British Columbia
Position	Full-time, 12-month position
Hours	40 hours per week
Wage	\$29.56-\$31.82 per hour, paid over 12 months
Dates	Posting: June 23-July 9, 2026 Start date: August 4, 2026

The Opportunity

Catholic Independent Schools of the Nelson Diocese (CISND) serves 1,400 students through 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 trusted executive, governance, and administrative support within a complex educational and faith-based environment.

This key position works closely with the Superintendent, Board of Directors, school principals, pastors, diocesan offices, and provincial education organizations. The successful candidate will anticipate needs, exercise sound judgment, handle sensitive information with discretion, and strengthen administrative systems in a mission-driven organization.

Key Responsibilities

- Provide senior-level administrative and organizational support to the Superintendent.
- Manage the Superintendent's calendar, appointments, correspondence, meetings, travel, and competing priorities.
- Anticipate upcoming commitments and ensure the Superintendent is appropriately prepared and briefed.
- Coordinate Board and committee meetings, including annual calendars, agendas, meeting packages, minutes, confidential and in-camera processes, and follow-up actions.
- Maintain accurate records of Board decisions, action items, and required follow-up.
- Draft, edit, format, and proofread correspondence, reports, presentations, and other executive materials.
- Serve as a professional point of contact for principals, pastors, diocesan offices, families, and provincial organizations.
- Coordinate district-level meetings, leadership events, and other organizational activities.
- Establish and maintain secure executive, governance, personnel, and administrative records.
- Support contracts, human resources processes, expense reporting, financial tracking, and executive-level projects.
- Improve office procedures, templates, document-management practices, and digital workflows.
- Exercise professionalism, diplomacy, sound judgment, and confidentiality in all matters.

Required Qualifications and Attributes

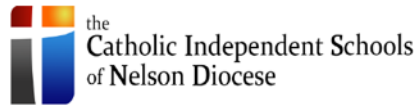
- Active participation in a Catholic parish and a demonstrated commitment to the mission, values, and teachings of the Catholic Church and Catholic education.
- Three or more years of progressively responsible executive or senior administrative support experience.
- Experience supporting a senior leader, Board of Directors, governance committee, or comparable decision-making body.
- Demonstrated ability to prepare accurate agendas, minutes, reports, and executive correspondence.
- Advanced proficiency with Microsoft 365, including Outlook, Word, Excel, PowerPoint, and Teams.
- Excellent written and verbal communication skills, including strong editing and proofreading abilities.
- Strong organizational skills and the ability to manage multiple priorities and deadlines independently.
- Ability to handle sensitive information with discretion and communicate professionally with diverse stakeholders.
- Initiative, adaptability, attention to detail, and sound judgment.
- Eligibility to work in Canada.

Preferred Qualifications

- Post-secondary education or training in business administration, office administration, governance, education, or a related discipline.
- Experience working in K-12 education, a Catholic organization, government, post-secondary education, or the non-profit sector.
- Experience with SharePoint, electronic Board portals, records-management systems, electronic signatures, or human resources information systems.
- Experience supporting contracts, budgets, special events, or executive-level projects.

Employment Information

This is a full-time, 12-month position based at the Catholic Pastoral Centre in Kelowna. The position is scheduled for 40 hours per week, and wages are paid throughout the 12-month employment period.



The wage range is \$29.56-\$31.82 per hour. Placement within the range will be based on the successful candidate's relevant qualifications and experience.

Annual vacation time and vacation pay will be provided in accordance with the British Columbia Employment Standards Act, beginning at 4% of gross wages.

Occasional evening Board meetings, district events, work outside regular hours, and periodic travel within the Diocese may be required.

Application Process

Applications will be accepted from June 23 through July 9, 2026.

Applicants must submit the following electronically through [ApplyToEducation](#)

- A cover letter explaining their interest in the position and Catholic education.
- A current resume.

Shortlisted candidates may be asked to provide:

- The names and contact information of two professional references.
- A completed CISND pastoral reference form.
- Copies of relevant post-secondary certificates, diplomas, or transcripts.

Reference letters and performance evaluations are not required at the initial application stage. References will be contacted only after the candidate has been advised.

The anticipated start date is August 4, 2026.

Employment is conditional upon:

- Satisfactory completion of CISND Safe Environment Training.
- A satisfactory and current Criminal Record Check.
- Verification of eligibility to work in Canada.
- Satisfactory professional and pastoral references.

CISND is committed to providing an accessible recruitment process. Applicants who require accommodation during any stage of the selection process are encouraged to contact dir.hr@cisnd.ca

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