



Island Catholic Schools

Invites applications for:

On-call Administrative Assistants Schools in Port Alberni, Duncan, and Victoria Salary: \$25.47 – \$28.97

The Catholic Independent Schools of the Diocese of Victoria (CISDV) operates 5 schools on Vancouver Island – 4 elementary and 1 high school. Our schools are located throughout Vancouver Island, near the best sites and attractions that Vancouver Island and British Columbia has to offer.

We are a **culturally diverse faith-based family** and a **vibrant school system** with many school and program expansion projects in the future.

Preference will be given to candidates with the following qualifications and skills:

- Ability to assist in providing a safe and positive environment for students
- Successful administrative assistant experience in a school setting
- Knowledge and competency with all aspects of Microsoft Office
- Working knowledge of basic accounting skills (an asset)
- Knowledge and competency with student data management systems (MyEd an asset)
- Good command of written and spoken English
- Ability to work well with children, parents, colleagues and administration
- Ability to be confidential and to use discretion when dealing with confidential matters
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Welcoming, professional, courteous, loyal, discrete and self-motivated
- Basic First Aid and CPR training (an asset)

Please provide:

- Cover letter and resume
- Support Staff Application Form
- Evaluation report from recent employer
- Photocopy of marriage certificate (if applicable)
- If Catholic, please submit Pastor Reference Form and photocopy of Baptismal Certificate

Support Staff Application Form and Pastor Reference Form available on website:

<https://cisdv.bc.ca/employment-opportunities/>

Applications should be forwarded to:

Island Catholic Schools Office
Attention: Superintendent of Schools
#1-4044 Nelthorpe Street, Victoria, BC V8X 2A1
schools@cisdv.bc.ca

Only short-listed applicants will be contacted.