

Job Advertisement

Executive Assistant to the Head of School & Board of Governors Recording Secretary

Full-Time, Indefinite Term

Ashbury College is a leading independent school for boys and girls, Grades 4 to 12. We are a diverse, international community, with students from over 50 countries. Benefiting from small class sizes, a respectful environment, technology-enhanced classrooms, and dynamic teachers and staff, our students are inspired to become intellectually vibrant, compassionate, and responsible global citizens.

Based in central Ottawa, Ashbury College is currently seeking a full-time Executive Assistant to the Head of School & Board of Governors Recording Secretary to provide administrative support to the Head of School and coordinate the activities of Ashbury's Board of Governors and standing committees.

Your specific responsibilities will include:

- Provide a full range of administrative services to the Head of School, including preparing/drafting and tracking correspondence and reports and surveys for the Leadership Team.
- Provide administrative support for Leadership Team meetings including circulate meeting packages, and record minutes.
- Devise, monitor and maintain systems to manage and track information to and from the office on behalf of the Head of School and Board of Governors.
- Maintain the Head of School's calendar and prepare / assemble all required materials
- Conduct research as requested.
- Complete purchasing activity for the office within authorized levels or as approved
- Arrange meetings, events, travel, and accommodation for the Head of School.
- Draft Board of Governors and Board Committees meeting agendas and gather and distribute meeting packages.
- Take minutes of Board and Committee meetings and assist in the preparation of reports and other documentation (Chairs', Governance, Nominating and LRP Committees).
- Update the Board Handbook / Policy Manual on an annual basis.

- Prepare / provide all necessary information for Board / Committee members including online Board documentation portals, minute book, orientation materials, surveys, and other Board related tasks.
- Organize annual Board Dinners and Board Retreats.

You will report directly to the Head of School, and work closely with the Board of Governors Chair, and the school's 8-member Leadership Team. As the successful candidate, you have a history of workplace engagement, applying superior organization and administrative skills, and thriving in a busy learning-oriented community.

Your education, experience and qualifications include:

- Completion of Secondary School and a related post-secondary accreditation in Administration.
- 5+ years of relevant progressive administrative experience.
- Experience working with Governing Boards, ideally as a Recording Secretary.
- Applied knowledge of relevant legislation / regulations, including the Freedom of Information and Protection of Privacy Act (FIPPA) and the Occupational Health and Safety Act (OHSA).
- Proficiency in standard desktop software (e.g., MS Office) and ideally with specialized school/college databases.
- Experience working in an independent school environment and community is preferred, as is proficiency in oral and written French, and other languages.

Work is planned to be in-person at Ashbury College, however, will shift to a remote workplace if directed by Ottawa Public Health or the Ministry of Education. All employees and students are required to follow Ashbury College's COVID-19 safety protocols when on campus, including being fully vaccinated, unless where medically warranted.

Ashbury College provides a competitive compensation and group health and pension benefits package. And, if you are not familiar with our facilities, internationalism, community engagement, or school values and culture, please visit us at ashbury.ca.

This appointment is effective mid-December 2021

If you are interested in this position, please forward your resume and cover letter to hr@ashbury.ca, and quote "Executive Assistant" in the subject line. The deadline for applications is Wednesday, November 17.

At Ashbury College, our mission is to develop students as responsible global citizens. We do this through a community of employees, volunteers, and students who cultivate and celebrate diversity and inclusion. We strongly encourage applications from all qualified individuals who

are members of groups with historical and/or current barriers to equity. This supports our mission, makes our community stronger, and adds to our culture.

Should you have any questions about this position, please email hr@ashbury.ca

If we contact you about an employment opportunity and you require an accommodation, we'll work with you to meet your needs.