

## AVAILABLE POSITION

### EXECUTIVE SECRETARY - Office of the Director

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#### **General Information:**

The Lakehead District School Board is seeking applicants for the position of Executive Secretary. The Board encourages applications from all qualified individuals including Indigenous peoples, persons with disabilities and members of visible minorities.

#### **Responsibilities:**

- provides administrative support to trustees;
- initiates, writes and manages formal reports to the Board, as well as departmental and committee reports, in accordance with Board format;
- acts as secretary for the Board and its committees;
- acts as a resource for the Board Advisory Committee/Regular Board meetings, 2<sup>nd</sup> and 4<sup>th</sup> Tuesday evening of each month during the school year;
- preparing confidential materials;
- professionally interact with personnel, students, staff, Ontario Public School Boards' Association (OPSBA), and all other stakeholders; and
- manages Board Policies and Procedures.

#### **Qualifications**

- secondary school diploma. Preference will be given to candidates with a post-secondary diploma in Office Administration and/or a related field and minimum four years of experience in an executive secretary position or an equivalent combination of education and experience;
- experience with a Board of Directors would be an asset;
- excellent computer skills (i.e. Microsoft Word, Excel, Power Point) and Adobe;
- ability to interact with various groups and individuals, both internal and external to Lakehead District School Board;
- strong, highly developed written and oral communication skills;
- ability to handle information of a confidential and/or sensitive nature with tact and diplomacy;
- ability to work independently, and as a team member, in a high profile department;
- strong organizational and problem-solving skills, and the ability to take initiative;
- knowledge of parliamentary procedures and Robert's Rules of Order would be an asset; and
- other duties as assigned.

Applicants must be willing to work additional hours as required.

**Committed to the success of every student**

[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)

## **Application Procedure**

A cover letter and detailed resume, along with names and email addresses of two (2) references that may be contacted. References are to be listed on a **Reference Check Consent Form** that can be found on the Board's website under the Careers tab. Applications are to be emailed to [jhill@lakeheadschoools.ca](mailto:jhill@lakeheadschoools.ca)

Lakehead District School Board thanks all applicants for their interest. Only those candidates selected for an interview will be contacted.

Offer of employment is conditional upon the successful candidate providing a current, original Police Record Check. This document does not need to be included in your application package.

Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation, please contact Human Resources at [accommodation@lakeheadschoools.ca](mailto:accommodation@lakeheadschoools.ca) so that appropriate arrangements may be made.

The deadline for applications is **4:00 p.m. Monday, March 20, 2023.**

August 23, 2022

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Lakehead District School Board