



B.C. Principals' & Vice-Principals' Association
#200 - 525 10th Avenue West, Vancouver, BC V5Z 1K9
604.689.3399 1.800.663.0432



Career Opportunity

September 2, 2026

Executive Assistant

The BC Principals' & Vice-Principals' Association (BCPVPA) is seeking an Executive Assistant to the President, Executive Director, and Board of Directors

Application deadline: **Saturday September 19, 2026**

Projected start date: **Tuesday October 6, 2026** or by negotiation

Position: Full-time, Continuing

Location: Vancouver (possibility of some remote work following probationary period)

Salary: \$80,000 – \$95,000

The BC Principals' & Vice-Principals' Association (BCPVPA) is a dynamic professional organization that serves and represents more than 2,700 school leaders across BC's K–12 public education system. With a mission rooted in advocacy, leadership development, and member support, BCPVPA plays a critical role in shaping the direction and success of educational leadership throughout the province.

We are seeking an experienced and highly organized Executive Assistant to support our President, Executive Director, and elected Board of Directors. This pivotal role is ideal for a professional with a strong background in executive-level administrative support, a deep understanding of governance, and ideally, experience in the public education or broader public sector.

About the Role

As Executive Assistant, you will be a key partner in administrative operations at the leadership level—supporting decision-makers, managing board governance logistics, coordinating meetings and communications, and ensuring seamless connections with stakeholders and partner groups across the province. This position requires the utmost professionalism, sound judgment, and a proactive approach to anticipating needs and managing competing priorities.

Key Responsibilities

- Provide high-level executive administrative support to the President, Executive Director, and Board of Directors.
- Coordinate logistics, materials, and scheduling for Board, Committee, and senior leadership meetings.
- Prepare and distribute agendas, briefing notes, correspondence, and presentation materials.
- Attend board and committee meetings to take detailed minutes and manage follow-up on action items.
- Manage complex scheduling and travel arrangements for the President (including school visits across BC).

- Liaise professionally with internal and external partner groups including the Ministry of Education and Child Care, school districts, and BCPVPA members.
- Collaborate with the Event Planner to support conferences and special meetings.
- Maintain governance records and support archiving and documentation procedures.
- Oversee basic office and building operations (IT coordination, deliveries, facility support, security).
- Provide guidance and support to administrative colleagues and contribute to overall team cohesion.
- Host and manage virtual meetings using Zoom and Teams, including breakout room functionality.

Qualifications and Experience

- Minimum 5 years of Executive Assistant experience, with demonstrated experience supporting elected boards or governance bodies.
- Background in education (K–12), non-profit, or public sector preferred.
- Knowledge of BC's public education landscape is a significant asset.
- Excellent writing, editing, and communication skills.
- Advanced proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and collaboration tools (Teams, Zoom, SharePoint).
- Strong organizational skills with the ability to manage multiple high-priority tasks simultaneously.
- High level of discretion, professionalism, and sound judgment.
- Collaborative team player who thrives in fast-paced and service-oriented environments.

Work Model & Compensation

- Availability during executive office hours required, including 5–6 Saturdays per year (time off in lieu provided for extra days worked).
- Salary: \$80,000–\$95,000 depending on experience.
- Vacation: 3 weeks
- Benefits: a competitive benefits package and the opportunity to participate in the Municipal Pension Plan.
- The position is based at the BCPVPA office in Vancouver, with the possibility of some remote work following the successful completion of the probationary period.

This is a rare opportunity to work at the heart of a respected provincial organization, supporting leadership that directly impacts BC's public education system.

To apply, please submit your resume and cover letter to careers@bcpvpa.bc.ca to the attention of **Magdalena Kassis, Executive Director**, with the subject line **BCPVPA EXECUTIVE ASSISTANT**.

Professional references will be requested of candidates invited to interview for the role. We thank all candidates for their interest.
