



Saint Patrick Regional Secondary School

115 East 11th Avenue, Vancouver BC V5T 2C1
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St. Patrick Regional Secondary is a Catholic, co-educational secondary school with 500 students from Grades 8 to 12. Located in Vancouver's picturesque Mount Pleasant neighbourhood, the school is highly regarded for its rich spiritual life, excellent academics, world-renowned choirs and abundant co-curricular and extracurricular opportunities, outstanding athletics programs, and innovative educational practices of faculty who are committed to ensuring success for all learners.

St. Patrick is committed to employing, when possible, qualified Catholics who, in addition to carrying out their professional responsibilities, will model the [mission and values of the Catholic Independent Schools of Vancouver Archdiocese](#).

POSITION: ADMINISTRATIVE ASSISTANT

Term:

- Full-Time
- 1 year

Core Competencies & Specific Qualities:

- Dynamic and energetic individual who wishes to work in a highly focused environment
- Superior collaborative, communications, and problem solving skills
- Experience working with electronic meeting, design and social media platforms, especially Google Suite and Adobe Creative Suite
- Financial knowledge, an asset

Responsibilities will include:

- Communicating with all stakeholders on behalf of the school's administration
- Updating the school calendar, website and social media platforms in collaboration with administration, the Athletic Director, Club Moderators and the Alumni Affairs and Development Manager
- Working with and reporting to the Office Manager to ensure smooth daily operations
- Resolving questions from parents, students, and visitors
- Tracking student records and reporting information to the Ministry of Education
- Managing online meeting and webinar platforms
- Preparing and sending out a quarterly newsletter
- Working with the school's bookkeeper to manage tuition intake

Priority consideration will be given to applicants with a current pastoral reference.

Salary: Please see the guidelines posted on the [CISVA website](#).

Application Deadline: Please submit CV to Mr. Ralph Gabriele, Principal at St. Patrick Regional Secondary School via rgabriele@stpats.bc.ca by August 15, 2022.

Employment Start Date: August 22, 2022