



Executive Assistant to the Superintendent

Located in Calgary, Foundations for the Future Charter Academy (FFCA) is the largest public charter school in Alberta, soon to be serving over 4200 students in eight campuses throughout the city. We offer educational programming through a Distinctive Teaching and Learning Framework that has been developed within the Alberta context for students from Kindergarten to Grade 12. Our mission is to provide a safe and caring environment where the four pillars of our charter, academic excellence, character development, parental involvement and staff leadership are valued and fostered.

FFCA seeks to hire an Executive Assistant to the Superintendent. The start date for this position is flexible.

RESPONSIBILITIES:

Reporting to the Superintendent, the Executive Assistant performs the following duties in the provision of executive, administrative and communications support for the Superintendent and, at times, other members of the FFCA's senior leadership team.

1. Executive Support to the Superintendent including, but not limited to:
 - a. Organizing, coordinating, and scheduling the Superintendent's immediate and future commitments and ongoing action items in line with the appropriate priorities
 - b. Handling and screening incoming calls, emails, and correspondence for the Superintendent
 - c. Creating and maintaining effective work flows while handling various projects simultaneously
 - d. Arranging and organizing Superintendent, C-Suite, and admin council meetings, including:
 - i. Developing, revising, and distributing formal agendas;
 - ii. Assembling and distributing packages of information required;
 - iii. Booking and/or setting up facilities;
 - iv. Arranging meals/catering;
 - v. Attending meetings, recording meeting minutes and distributing as needed
 - e. Organizing and maintain the Superintendent's files, documents, and records
 - f. Prepare /proofing official correspondence on behalf of the Superintendent
 - g. Preparing / proofing correspondence, reports, policies, procedures and other formal documents
 - h. Conducting and/or coordinating research, analysis, and synthesis of data to inform decision making, including organizational surveys and other metrics
 - i. Responding to complex and sensitive internal and external inquiries and concerns, redirecting to appropriate personnel in a timely manner
 - j. Addressing/reconciling challenging situations in a calm, respectful and caring manner while keeping the Superintendent informed accordingly
 - k. Facilitating communication between the Superintendent and other faculty, staff, students, and external stakeholders
 - l. Managing the Superintendent's expenses and claim submissions in a timely manner
 - m. Making travel arrangements for the Superintendent
 - n. Disseminating information to relevant team, committees, and staff on behalf of the Superintendent
 - o. Providing general administrative support, including photocopying, filing, and office organization

2. Board Meeting Coordination & Communication
 - a. Liaise with the Board Corporate Secretary to ensure that the Board has all necessary information in preparation for meetings in a timely manner
 - b. Liaise with the Board Corporate Secretary to ensure all Public Board meeting information is distributed to the FFCA community / posted to the main FFCA website in a timely manner
3. Association of School Council (ASC) Liaison
 - a. Represent the Superintendent and senior leadership team at meetings of the FFCA ASC providing administrative updates for the ASC.
4. Event Coordination
 - a. Prepare & coordinate arrangements for FFCA events including, but not limited to annual welcome breakfast, appreciation banquet, school-wide professional development days, town halls, admin council retreats, and Board retreats including:
 - i. Send invitations;
 - ii. Confirm participant attendance;
 - iii. Book facility;
 - iv. Arrange for meals/catering;
 - v. Set-up facility;
 - vi. Coordinate gifts, prizes, etc.
5. Communications
 - a. Maintain and update essential information on main FFCA website;
 - b. At the direction of the Superintendent, create official external communications in various formats including print, video, and other digital formats as required
 - c. Coordinate regular internal communications with FFCA stakeholders including board newsletter updates, Board announcements, FFCA central administration announcements
 - d. Coordinate and manage FFCA website and social media presence (e.g. Twitter, Facebook, Instagram)
6. Society Support
 - a. Maintain/update current Society bylaws as required
 - b. Prepare and submit Society annual Alberta registries return
7. Other related duties as assigned

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & ATTRIBUTES:

- Ability to represent the Superintendent in a professional manner when interacting with internal and external stakeholders
- Exemplary interpersonal skills
- Exemplary organizational skills
- Exemplary time management skills
- Exemplary ability to balance multiple priorities and tasks
- Exemplary attention to detail
- Proficiency in Microsoft / Office 365 / SharePoint Applications
- Proficiency in desktop publishing would be an asset
- Proficiency in website content management would be an asset
- Proficiency in digital media creation would be an asset
- Ability to use and learn FFCA-supported technological applications
- Ability to take initiative and work independently
- Ability to handle sensitive information with discretion while maintaining confidentiality
- Ability to take initiative and demonstrate sound judgment in managing sensitive and difficult situations

- Ability to develop new processes and leverage skills to contribute to the efficiency and effectiveness of the Superintendent's office and representation of central office to the broader organization and public
- Flexibility to work evenings and weekends

DESIRED EXPERIENCE AND/OR TRAINING:

- Post-secondary diploma/certificate in office administration and/or communications
- Minimum of 3-5 years of executive support or administrative experience
- Work experience within a team-oriented office environment
- Familiarity with FFCA policies and procedures is an asset

APPLICATION DETAILS:

Interested candidates are asked to e-mail a cover letter, resume, one written letter of reference, and two additional reference names/contact information to chloe.graveline@ffca-calgary.com.

Closing Date: This position will remain open until a suitable candidate is found.

We thank you for your interest in FFCA but only short-listed candidates will be contacted.