



**Gitksen West Secondary School Society**  
**Located in Gitwangak First Nation, BC**

## **Administrative Assistant Job Posting**

### **About Us**

Gitksen West Secondary School is a brand-new, state-of-the-art high school serving the Gitwangak, Gitsegukla and Gitanyow First Nations. We provide a safe, inclusive, and culturally rich learning environment that blends academic excellence with Sim'algayax and Gitksen culture, and traditions. Our modern facilities include specialized classrooms for science, arts, and trades, a full commercial kitchen for nutrition programs and culinary studies, a gymnasium, and outdoor track and sports field. Students have opportunities for dual credit, work experience, leadership, and sports academies while staff benefit from a collaborative and innovative professional environment. Join us and make a direct impact on the education, well-being, and cultural development of our students.

### **Job Summary**

The Administrative Assistant\* is a key member of the Gitksen West Secondary School administrative team and works under the general supervision of the School Principal. This position provides comprehensive administrative, human resources, financial, communications, and governance support, and serves as the Executive Secretary to the Gitksen West Secondary School Board of Directors. The role requires professionalism, discretion, strong organizational skills, and the ability to manage multiple priorities in a dynamic school environment.

### **Key Responsibilities**

- Provide general administrative support, including correspondence, scheduling, filing, and records management.
- Support school operations such as student registration, staff timesheets, report cards, transportation scheduling, emergency drill reporting, and travel bookings
- Maintain the school website, calendar, social media, photo gallery, and DRUMS data
- Provide clerical and administrative support to the School Board and committees and AGM coordination
- Assist with human resources functions including personnel files, Criminal Record Checks, leave tracking, group health benefits, and recruitment support
- Support Ministry and education reporting requirements (1701, Nominal Roll, DRUMS)
- Assist with school events, workshops, conferences, fundraising, proposals, reports, and special projects.

### **Qualifications & Skills**

- Administrative Assistant/Office Assistant Certificate, Business Certificate, or equivalent
- Minimum 2 years of administrative experience
- Strong organizational, time management, and multitasking skills
- Proficiency with Microsoft Office, Mac software, publishing programs, and office equipment
- Excellent interpersonal skills, written and verbal communication skills
- High level of confidentiality, reliability, and attention to detail
- Ability to work independently and collaboratively
- Knowledge of school systems and educational programs
- Experience managing group health benefits
- Proposal and grant writing experience, an asset
- Valid BC Driver's Licence and own vehicle
- Clear Criminal Record Check (vulnerable populations).

Start Date is May 4, 2026. GWSSS provides its employees with a competitive salary (up to \$31.82 per hour (75 hours bi-weekly) depending on qualifications & experience) and full group health benefits, including pension, life insurance, and dental coverage. For a complete job description, visit the website: [www.gwsss.ca](http://www.gwsss.ca)

Send Cover Letter, CV, copies of credentials, and references by **March 27, 2026 (4pm)** to:

**Edith Loring-Kuhanga, B. Ed., M. Ed. Leadership & Governance Consultant**

Email: [consultant@gwsss.ca](mailto:consultant@gwsss.ca)

\*Preference will be given to qualified First Nations, Metis or Inuit candidates.