



District Parent Advisory Council

ADMINISTRATIVE ASSISTANT DISTRICT PARENT ADVISORY COUNCIL

The District Parent Advisory Council (DPAC) is currently seeking an administrative assistant who has strong communication and inter-personal skills, is knowledgeable regarding the School District, DPAC and local Parent Advisory Councils and who is “parent-friendly”. The successful candidate will be familiar with general office procedures and can work independently.

DPAC offers an opportunity for part-time working hours, for a total of 11 hours per week and additional hours per month as required for executive meeting, DPAC General Meeting, and any stand-alone parent education sessions. This work is offered on a 10-month contract basis from opening of school in September to the close of school the end of June. The office is closed for Christmas Break, Spring Break, and the summer months.

The duties and responsibilities of the position include:

OFFICE MANAGEMENT:

- knowledge of Mailchimp
- maintain filing system
- answering phone calls, processing mail, and e-mail
- directing correspondence and calls to appropriate executive members
- preparing basic correspondence in a word-processing format
- maintaining contact list information in address book (for email) and PAC contact list in word format
- perform regular backups & maintenance of computer files
- purchasing office supplies as required
- other office duties as required

MEETING SUPPORT:

- booking rooms and arranging for refreshments as required
- distribute agenda and minute packages (via email) and submitting for posting on the website
- make sure sign-in sheets, voting cards (if required), other supplies required for monthly meetings are gathered and ready to go
- copy to a USB drive any files required for the meeting
- attending DPAC general meetings

PARENT EDUCATION:

- assisting Parent Education Coordinator in organizing events (booking rooms & arranging for refreshments as required)
- distributing event information (e.g. submitting for posting on DPAC website, information to DPAC Reps/PAC Chairs, send flyer (jpeg format) for putting on Facebook, request info go out via twitter
- confirming registrations for events
- responding to inquiries regarding events
- making sure registration sheets & any other supplies required are gathered and ready to go □ attending stand-alone parent education sessions

BCCPAC MEMBERSHIP:

- compile/prepare/send to BCCPAC along with payment before deadline date

DPAC WEBSITE:

- keep information current □ ongoing basis:
- submit General Meeting agendas & minutes for posting
- submit newsletters for posting
- submit presentations for posting
- any other information requiring updating on a regular basis □ when necessary submit the following for posting:
- upcoming District news
- parent resources
- parent education opportunities offered by other organizations
- Other information as required

OFFICE EQUIPMENT:

- Computer (desktop & laptop):
- Keep virus software up-to-date
- Run regular virus scans
- Regular file maintenance (defrag, deletion of obsolete files, file organization, etc.)
- Make sure all updates are current on the laptop for use at the DPAC meetings

If you are interested in applying for the position, please forward your resume and cover letter to president@dpac43.ca before Wednesday February 7th, 2024.