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**Executive Assistant
Advancement Team
Vancouver, West Side**

Building upon a tradition of academic excellence within a supportive community, Crofton House School enriches the learning experience of students to foster self-confidence, resilience, and the creativity to enable each student to reach her unique potential. The Advancement Department at Crofton House School has recently completed a highly successful capital campaign and is moving into an exciting time of planning for the next phase of the school's Campus Master Plan. As an integral member of this dynamic team, the Executive Assistant is responsible for providing high caliber executive support to the Director of Advancement, as well as administrative and project support to other Advancement staff. This opportunity has become available as result of an internal promotion.

Skills/Qualifications:

- Excellent oral and written communication skills
- Experience taking complete meeting minutes
- Experience using a database, Raiser's Edge preferred
- A high degree of initiative, diplomacy, and tact
- A strong sense of urgency and the ability to meet deadlines
- Exceptional time management and organizational skills
- Ability to adapt well to change and multi-task
- Ability to maintain clear thinking and composure under stress
- Attention to detail and strong problem solving and analytical skills
- Ability to think ahead and anticipate issues
- Ability to engage and work effectively with parents and volunteers
- 3+ years experience as an Executive Assistant/Administrative Assistant
- Post-secondary education.

As an employer, Crofton House School offers an exceptional workplace within a collaborative and supportive team setting a highly competitive compensation and benefits package. All qualified candidates are encouraged to apply, in confidence, quoting File #14481 to search@janetdavid.com. Please forward a resume and cover letter as one WORD file. We thank and acknowledge all applicants and will proactively contact those selected for interviews.