



EXECUTIVE ASSISTANT to EXECUTIVE DIRECTOR

Part-time Permanent, 12-month Position

Effective Date: Early December 2025

The Manitoba Association of School Superintendents (MASS) is a non-profit organization representing leaders in public education, supporting the work of public schools and school divisions in the province.

MASS is currently seeking an individual to fill the position of Executive Assistant to the Executive Director.

POSITION SUMMARY:

Reporting to the Executive Director, responsibilities will include, but are not limited, to the following:

- Prepare and distribute or post agenda for all MASS executive meetings. Attend all executive and general membership meetings and committee meetings as assigned by the Executive Director, and record and prepare highlights and minutes of such meetings.
- Send out notices of general membership meetings, receive and record registrations, fees and other pertinent information from the membership.
- Post minutes of executive meetings, general membership meetings and other meetings of the organization as directed.
- Perform organizational details and clerical tasks such as record keeping, routine correspondence, payment of fees and telephone communications related to all professional development activities.
- Prepare and maintain membership and registration lists, receive and record fees, including annual dues and conference and workshop registration fees.
- Attend MASS conferences, workshops and members' sessions to manage the registration desk and assist the Executive Director with organizational details.
- Maintain up-to-date files on all activities of the organization.
- Prepare correspondence and mailings to the membership and external partners, as directed by the Executive Director.
- Maintain accounting files and all financial records including the issuing of cheques, and making deposits
- Perform routine updates to the MASS website and portal.
- Perform other duties consistent with the role of Executive Assistant that may from time to time be assigned by the Executive Director.
- All the above duties shall be performed under the supervision of the Executive Director.

PREFERRED QUALIFICATIONS:

- Minimum of five years of Executive Assistant, Administrative Assistant, or similar role supporting senior leadership
- Excellent organizational, time management, and multitasking abilities
- Strong written and verbal communication skills
- High level of discretion and confidentiality
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks, Teams and Zoom
- Ability to anticipate needs and take initiative
- Strong interpersonal and public relations skills
- Works independently and cooperatively as a team member

BENEFITS:

- Extended health care
- Dental care
- Vision care

HOURS OF WORK:

30 hours per week. Flexible hours are required to meet the positions requirements such as the attendance at evening events.

SALARY RANGE: Dependent on qualifications

Please submit a single PDF document that includes your cover letter, curriculum vitae and two professional references to the Executive Director at barb.isaak@mass.mb.ca by 4 pm on Friday, October 3rd.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.