



OFFICE OF THE SUPERINTENDENT
Catholic Independent Schools
of the Nelson Diocese
c/o Charity Hall, ICC, 839 Sutherland Avenue
Kelowna, BC V1Y 5X4
Phone: (250) 762-2905 Fax: (250) 763-2740
superintendent@cisnd.ca

Office Administration - School Secretary

In the Diocese of Nelson, there are six elementary schools in operation along with one high school. The diocese is located in the beautiful Okanagan and Kootenay regions of British Columbia. Applications invited at this time are for:

**There are no positions posted at this time.
Feel free to submit an application for any positions that may become
available in future.**

Preference will be given to candidates with the following qualifications:

- Commitment to Catholic Education
- Identification with and participation in the life of a Catholic parish
- Knowledge of Windsor Data Management System, Quicken Accounting System, Microsoft Word and Excel
- Bookkeeping experience
- Successful completion of an Office Administration Program from a recognized Post-Secondary Institution and/or equivalent training and/or experience in office administration.

Required Knowledge, Skills, and Abilities:

- Proficient in the use of computers and related technology
- Excellent communication and interpersonal skills
- Proficient with spelling, punctuation, and grammar
- Ability to use discretion when dealing with confidential matters
- Ability to work well with young students, parents, school staff and the extended community
- Ability to multi-task, prioritize, organize, and deal with frequent interruptions.

Please download the appropriate [application checklist](#) (needed for application requirements), the [application form](#), and the [pastoral reference check form](#) found on the diocesan website www.cisnd.ca

Once your application is COMPLETE

- Drop off (or) - mail/courier (or) - scan documents and email

your application to:

Mrs. Beverly Pulyk
Office of the Superintendent
Catholic Independent Schools of the Nelson Diocese
c/o Charity Hall, ICC
839 Sutherland Avenue, Kelowna, BC V1Y 5X4
superintendent@cisnd.ca

Only short-listed candidates will be contacted. For more information contact Mrs. Beverly Pulyk, Superintendent of Schools, at (250) 868-1656.