



CSBA ACCS

Canadian School Boards Association

L'association canadienne des commissions/conseils scolaires

Administrative Assistant (Part-Time)

Canadian School Boards Association (CSBA)

Remote (Canada) | Flexible Hours | 7-14 hours/week (variable) | \$30 /hour

The [Canadian School Boards Association](https://cdnsba.org) is seeking a highly organized Administrative Assistant to provide part-time support for Board governance, administration, records management, and organizational operations.

About CSBA

CSBA is the national voice of school boards and school board associations across Canada, supporting strong public education through advocacy, collaboration, and leadership.

What You'll Do

- Coordinate Board and committee meetings, including calendar coordination, meeting setup, scheduling, agendas, meeting packages, logistics, and minutes.
- Track action items, decisions, records, and governance documentation.
- Manage organizational email inboxes and support timely communications and follow-up as appropriate
- Assist with reports, document preparation, editing, formatting, and records management.
- Support award coordination, corporate filings, website updates, digital systems, social media posts, and special projects as needed.

What You Bring

- Experience in an administrative, executive assistant, or governance support role.
- Strong organizational, communication, and time-management skills.
- Experience preparing agendas, Board packages, minutes, and governance materials.
- Ability to work independently, maintain confidentiality, and manage multiple priorities in a remote environment.
- Comfortable working in Google Workspace, including Gmail, Google Drive, Google Docs, and Google Calendar, with proficiency in Microsoft Excel.

Assets

- Bilingual: French and English
- Experience supporting Boards of Directors, committees, or member-based organizations.
- Knowledge of board governance, records management, website administration, or the Canadian education sector.

What We Offer

- Fully remote, flexible part-time work.
- Opportunity to support a national organization dedicated to public education.

How to Apply

Please submit your résumé and a brief cover letter outlining your relevant experience and interest in the position to info@cdnsba.org by **October 14, 2026**.