

THE SHIA IMAMI ISMAILI TARIQAH AND RELIGIOUS EDUCATION BOARD FOR CANADA

4010 CANADA WAY, BURNABY, BRITISH COLUMBIA CANADA V5G 1G8 • TELEPHONE (604) 438-4010

POSITION: School Admin Support Lead, BUI

REPORTING: Program Operations Lead, BUI

The BUI School Admin Support Lead will facilitate key processes related to BUI operations in areas including registration and re-enrolment, Virtual Learning Centre (VLC) information management, monitoring and evaluation, and communications, among others. This role reports to the BUI Program Operations Lead, who will provide direction and training for all core requirements. This is a 0.5 Full Time Equivalent role stationed preferably in Calgary or Toronto.

Key Responsibilities:

Registration and Re-enrolment

- Add and manage new registrants, keeping the database updated
- Support training of regional registration leads
- Oversee data verification exercises
- Address nationally directed registration queries
- Redirect regional registration queries

Information Management (supporting IT Department)

- Manage VLC enrolment for BUI human resources
- Manage BUI student VLC enrolment
- Support regional online class scheduling
- Support allocation of virtual meeting spaces
- Address and redirect Help Desk queries

Monitoring and Evaluation (supporting M&E Office)

- Coordinate and update human resource data and BUI facility data in progress monitoring tools
- Support regional compliance with tool protocols and timelines
- Support training for tool users

Communications

- Issue weekly internal communications
- Submit BUI communications through Jamati communication channels

Online Platform Management (Microsoft Office 365)

- Provide account access and support to human resources
- Conduct site and file management and maintenance activities

Educational Qualifications and Work Experience:

The ideal candidate will be a passionate contributor, sensitive to the challenges and opportunities involved in the educational leadership and delivery of the non-formal religious education system in Canada. Minimum requirements include:

- Undergraduate Degree or College Diploma
- Two-plus years of experience in professional administrative assistant or related role
- Past or present leadership experience within the BUI system, preferred
- Familiarity working alongside volunteers

Key Skills and Capabilities Required:

- Fluency with Microsoft Office desktop and online tools and applications, especially Excel, Word, PowerPoint, Outlook, SharePoint and Teams
- Ability to work some evenings and weekends
- Demonstrated ability to work well collaboratively
- Strong initiative, ability to work independently, with excellent organizational skills

Remuneration and benefits are competitive and commensurate with qualifications.

Interested individuals are invited to send a CV and covering letter to the Executive Officer of ITREB Canada c/o Shenila.Rajan@iicanada.net. Inquiries can also be directed to the same email address.

The application deadline is January 30, 2021.