

August 14, 2026
D/BU #008/2026-2027

Job Posting – Executive Assistant

To: Presidents and All Members

From: Vaino Poysa, General Secretary

For Immediate Action

Attached is the job posting for the position of Executive Assistant in the Professional Services Division, Educational Services Department. Duties for this position will begin on a date to be determined.

Applications must be submitted to the General Secretary no later than **12:00 noon on Friday, August 21, 2026.**

VP:ldr
Attachment