



**qathet**  
**REGIONAL DISTRICT**

**Job Posting (INTERNAL)**  
**Communications and Legislative Assistant**  
**Temporary Six (6) Month Exempt Position**

Our Corporate Administration Department is currently seeking a highly proficient and skilled senior administrative professional to serve as the Communications and Legislative Assistant.

Under the direct supervision of the Manager of Administrative Services, the Communications and Legislative Assistant is an exempt position accountable for providing a broad range of senior and confidential administrative services. The Communication and Legislative Assistant's primary role is to support the General Manager of Corporate Administration and Chief Administration Officer in ensuring corporate administration legislative requirements are met.

Applying your superior senior administrative support and communications skills, your primary areas of focus will include assisting the General Manager of Corporate Administration and Chief Administration Officer with:

- Regional District Board Meeting Preparation and Administration
- Corporate Records Management
- Contract Administration
- Human Resource Support
- Bylaw Development and Administration
- Corporate Policy Development and Administration

Reporting to the Manager of Communications, the position is accountable for:

- Contributing to the development and maintenance of communications related policies and protocols, and monitor organizational adherence
- Developing/maintaining corporate brand standards and guidelines, and monitoring internal and external adherence
- Developing various types of communications, utilizing multiple mediums targeted to reach intended audiences
- Preparing and disseminating media releases
- Providing corporate and operations communications support; namely writing and editorial services
- Maintaining website content utilizing a website content management application; writes, edits or proofs website content (copy), and manages social media tools
- Providing strategic communications and budgeting support pertaining to the development of corporate and department-specific communications campaigns to meet targeted communication goals
- Maintaining positive Key Actor and Public Relations

If you demonstrate superior senior administrative professional skills with a high degree of accuracy and thoroughness, and a strong attention to detail and quality control practices – you may be a great fit for this role. To be successful within this position, you should be knowledgeable of the *Local Government Act*, *Community Charter* and parliamentary procedures. You also demonstrate strong knowledge of records retention legislative requirements and Records Information Management (RIM) Program best practices. Our Communication and Legislative Assistant is also knowledgeable of communications best practices and privacy legislative requirements.

To help us achieve our mandate, our Communications and Legislative Assistant meets the following qualifications:

- Completion of Grade 12 or equivalent; post-secondary education including certificate or diploma in office administration or a related discipline is preferred
- Demonstrated knowledge of Local Government Administration is an asset
- Certificate in Local Government or Municipal Administration is desirable
- Demonstrated experience in marketing, public relations and communications is an asset
- Demonstrates excellent oral and written communication skills, and a high level of ability and proficiency in performing editorial services, minute taking, conducting research, and preparing reports and public education materials
- Demonstrates the critical importance of respecting and maintaining confidentiality as per legislative requirements, and in the best interest of the organization and those served

The hourly wage for this position is \$39.10. This employment opportunity is a full-time 35 hours per week exempt, non-management position, expected to end in August, 2025. Hours of work are Monday through Friday, 8:30 am to 4:30 pm however hours can vary depending on organizational requirements. We thank all applicants for their interest. However, only those selected for an interview will be contacted.

Formal testing will be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to our Manager of Administrative Services, Shelley Termuende, no later than 4:30 pm, Friday, March 21, 2025.

Submit your cover letter and resume to:

Shelley Termuende, Manager of Administrative Services

202 – 4675 Marine Avenue

Powell River, BC V8A 2L2

Phone: 604-485-2260

Fax: 604-485-2216

Email: [employment@gathet.ca](mailto:employment@gathet.ca)

*(Email delivery is acceptable.)*