



qathet REGIONAL DISTRICT

Job Posting 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 Legislative Assistant.

Under the direct supervision of the Legislative Services Coordinator, the Legislative Assistant is an exempt position accountable for providing a broad range of senior and confidential administrative services. The Legislative Assistant's primary role is to provide senior administrative, communications, and governance support to the General Manager of Corporate Administration and Chief Administrative Officer. The position assists with Board and committee administration, election-related activities, communications initiatives, records management, intergovernmental coordination, and the planning and coordination of conferences, training opportunities, and government relations activities.

Applying your superior administrative support and communications skills, your primary areas of focus for the term will include:

- Regional District Board Meeting Preparation and Administration
 - Committee and Advisory Committee Meeting Administration
- Resolution and Action Item Tracking
- Key Actor and Intergovernmental Meeting Coordination
- Conference Logistic Coordination including Minister meeting requests and scheduling
- Election Administration Support
- Post Election Regional District Board Onboarding
- Contract Administration and Renewal Tracking
- Human Resource Support
- Drafting and Coordination of Board and Chair Correspondence
- Media Release Drafting and Distribution
- Public Notice and Statutory Advertisement Preparation
- Social Media and Website Content Development
- Records Management and Legislative Records Administration
- General Communications Support

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 Legislative Assistant is also knowledgeable of communications best practices and privacy legislative requirements.

To help us achieve our mandate, our 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.
- Demonstrated 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.
- Demonstrated ability to manage multiple competing priorities, deadlines, and projects in a fast-paced environment while maintaining a high degree of accuracy and attention to detail.
- Demonstrated ability to coordinate complex administrative processes involving multiple internal and external key actors.
- Demonstrated ability to work independently with minimal supervision while maintaining a high level of organization, initiative, and accountability.
- Demonstrated proficiency in preparing professional correspondence, reports, briefing materials, agendas, minutes, and other business documents.
- Demonstrated ability to adapt to changing priorities and organizational requirements while maintaining a positive and professional approach.

The hourly wage for this position is \$37.33. This is a temporary exempt, non-management position with an anticipated end date of December 2026. The position is expected to work approximately 25 hours – 35 hours per week. A comprehensive job description is available upon request.

Formal testing may be required. Interested applicants are invited to submit a covering letter and resume detailing experience and qualifications pertinent to this position in confidence to Legislative Services Coordinator, Rebecca Coleman, no later than 4:30 pm, Friday, June 12, 2026.

Submit your cover letter and resume to:

Rebecca Coleman, Legislative Services Coordinator
202 – 4675 Marine Avenue
Powell River, BC V8A 2L2
Phone: 604-485-2260
Fax: 604-485-2216
Email: employment@gathet.ca