

Job Title	Administrative Assistant	Classification	Grid Level 11
Department	Parliamentary Education Office	Position #	PE5011
Reports to	Parliamentary Education Manager	Date Updated	June 2025

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

The Parliamentary Education Office (PEO) provides Members, students and educators, and the public with parliamentary education and outreach services and resources. The department manages educational programs, including the B.C. Legislative Internship Program and the B.C. Teachers’ Institute on Parliamentary Democracy. The department also manages the Parliamentary Tour Program and the Parliamentary Gift Shop and provides programs and tools to promote understanding of the work of the Assembly, the role of Members, parliamentary democracy, and the history and significance of the Parliament Buildings.

JOB SUMMARY

Reporting to the Parliamentary Education Manager, the Administrative Assistant, serves as the primary point of contact for the Parliamentary Education Office. This role is responsible for administrative, logistical and financial support for the department and provides non-partisan service and supports inquiries, parliamentary events, programs, projects, and communications related to the activities of PEO.

KEY RESPONSIBILITIES

- Serves as the primary point of contact for inquiries about PEO programming, policies, and services from MLAs, Assembly staff, and members of the public by prioritizing requests, gathering background information, offering recommendations, and ensuring timely resolution or appropriate redirection.
- Maintains administrative systems and standards, including filing, archival processes, databases and procedures, and office documentation to support efficient operations.
- Supports financial operations by assisting with tracking expenditures, preparing journal vouchers, reconciling purchase card transactions and onboarding new vendors.
- Coordinates PEO’s print production and courier distribution processes in collaboration with the Copy Centre.
- Monitors and coordinates the ordering, distribution, and upkeep of office supplies, equipment, and technology to support day-to-day operations.
- Organizes and schedules meetings, retreats, and travel, ensuring logistical arrangements, materials preparation, hospitality services, and minute-taking are effectively handled.

- Provides administrative and operational support for PEO programs and events ensuring alignment with broader goals and attention to quality standards.
- Researches service providers and vendors, and recommends options based on service quality, suitability and cost.
- Supports the development of bi-weekly and monthly PEO news posts and social media posts.
- Provides backup website, technical, administrative and operational support to ensure continuity of office operations and to assist the Parliamentary Education Coordinator.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Clerk Assistant, Parliamentary Services
 Director, Parliamentary Education Office
 Parliamentary Education Manager
Administrative Assistant

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in office administration or a related program, plus at least 1 year of clerical experience, or an equivalent combination of education and experience.
- Experience in formatting, editing, and publishing resources to technological platforms is considered an asset.
- Experience with an ERP system, such as Workday, is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of general office practices and procedures.
- Proficient in business technology and software including Microsoft Office (Word, Excel, and Outlook).
- Knowledge of research and information-retrieval methods, including effective use of Internet resources.
- Effective time management, organizational and multitasking skills.
- Skilled in developing and maintaining interpersonal relationships.
- Strong service orientation to anticipate and meet the needs of diverse stakeholders.
- Ability to type at least 50 words per minute.
- Ability to work independently and collaboratively within a team, demonstrating initiative and reliability.
- Ability to work with limited supervision to plan, organize and prioritize tasks in a deadline driven environment.
- Ability to maintain a flexibility and adapt to changing priorities in the workplace.
- Ability to develop and maintain financial and administrative record-keeping and reporting systems.
- Ability to communicate effectively and tactfully, both orally and in writing with MLAs, Legislative staff and the public.