

Job Title	Committees Coordinator	Classification	Grid Level 14
Department	Parliamentary Committees Office	Position #	PC5009
Reports to	Parliamentary Committees Officer	Date Updated	August 2026

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 Committees Office supports the Clerk of the Legislative Assembly, the Clerk of Committees, and other Table Officers in providing procedural, operational, communications and research services to the Speaker, other Presiding Officers and Members to support the deliberative processes and general operations of the Assembly and its parliamentary committees—i.e., select standing and special committees. Each parliamentary committee is assigned a Clerk who serves as the committee’s principal coordinator and adviser regarding parliamentary procedure, committee operations and public consultation processes. Each parliamentary committee is assisted by a Research Analyst and/or Researcher, who prepares any necessary backgrounders, briefing notes, and summaries of evidence for inquiries. Clerks and committees are also supported by the Parliamentary Committees Officer and Committee Coordinators who provide logistical, financial, and other administrative support to coordinate and operationalize the work of committees.

JOB SUMMARY

Reporting to the Parliamentary Committees Officer, the Committees Coordinator (Coordinator) is primarily responsible for administrative, financial, and logistical support and service in the Parliamentary Committees Office. The Coordinator supports the work of parliamentary committees by maintaining up to date knowledge of the work of committees, anticipating the needs of committees, organizing and coordinating the necessary support, and ensuring delivery of high quality service in an efficient and effective manner. This includes overseeing the scheduling and organizing of committee meetings and the preparation of agendas and distribution of meeting materials; facilitating communications on behalf of parliamentary committees, including assessing, triaging, and responding to inquiries verbally and in writing; and financial work including tracking expenses and preparing monthly projection reports. As a key point of contact in the Parliamentary Committees Office, the Coordinator maintains strong and productive working relationships with both internal and external stakeholders.

KEY RESPONSIBILITIES

- Plans for and coordinates department administrative work, including travel arrangements, committee meeting scheduling, planning and committee witness management, with strong attention to quality control and alignment with big picture planning.

- Responsible for the scheduling of and communications with committee witnesses, including tracking invitations, confirmations and requests, independently handling changes in scheduling and logistics, resolving conflicts, and acts as registrar at committee meetings.
- Maintains knowledge of current parliamentary committee work and uses this information to anticipate and respond to the needs and requests of committees, committee members and committee clerks.
- Coordinates internal and external communications on behalf of parliamentary committees and provides responsive and informative service by accurately and effectively answering questions from caucus, government and statutory office staff, the public and other stakeholders about the work of committees; triages complex inquiries, seeks out information to draft clear and accurate non-routine correspondence for diverse internal and external stakeholders.
- Assists with the annual budget submission and calendarization; independently tracks and processes invoices and expense claims, reconciles purchase card expenditures, prepares monthly projection reports, accruals, expense, and reconciliation reports.
- Assists with the production of communications materials for parliamentary committees, including design and production of print and online reports and informational and promotional materials.
- Develops, coordinates, documents and implements administrative, financial and logistical processes for work related to parliamentary committees.
- Establishes and maintains excellent working relationships with elected officials, caucus staff, other Legislative Assembly departments, and other internal and external parties.
- Provides reception services for the Parliamentary Committees Office and serves as the primary point of contact for internal and external clients, including MLAs and their staff, other departments of the Legislative Assembly, government and non-government organizations, and the public.
- Prepares and uploads meeting materials, agendas, minutes and reports to the public website, ensuring all information is accurate and up-to-date.
- Monitors and manages multiple email boxes, calendars and databases.
- Travels with parliamentary committees throughout the province up to 6 weeks per year, providing administrative and logistical support.
- Performs other duties as assigned within the scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Deputy Clerk of the Legislative Assembly
 Clerk of Committees
 Parliamentary Committees Officer
Committees Coordinator

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in office or business administration or a related program, plus at least 2 years of administrative experience, or an equivalent combination of education and experience.
- Experience in arranging meetings for groups of people is preferred.
- Experience in providing financial administration support is preferred.
- Experience in graphic design, particularly with Adobe Creative Suite is preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of, and ability to apply, office procedures and practices.
- Strong administrative skills including attention to detail, calendar and file management, time management including the ability to meet deadlines, and strong organizational skills.
- Skilled in developing and maintaining interpersonal relationships.
- Strong service orientation to anticipate and meet the needs of diverse stakeholders.
- Proficient in the use of computers and business software/applications including Microsoft Outlook, Word, Excel, PowerPoint, SharePoint and Teams and Adobe Acrobat.
- Ability to coordinate complex travel and meeting logistics for groups with diverse needs.
- Ability to communicate effectively and with tact both orally and in writing with Legislative Assembly staff, managers, executives, MLAs and their staff, and the public.
- Ability to identify, analyze and resolve problems as they arise.
- Ability to identify and adapt to changing priorities in a fast-paced environment.
- Ability to work independently and coordinate projects/workload with multiple or competing deadlines.
- Ability to travel and work efficiently in changing work settings.
- Ability to work extended hours during the week when the Legislative Assembly is in session, and outside of a standard work week, including when travelling with a committee.
- Ability to manage confidential and sensitive information, acting with discretion, diplomacy and impartiality.
- Ability to lift items and equipment up to 30 pounds.