LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

POSITION DESCRIPTION

Job Title	B.C. Legislative Intern	**Classification**	Grid Level 13
Department	Parliamentary Education Office	**Date Updated**	November 2026
Reports to	Parliamentary Education Officer		

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.

POSITION SUMMARY

Established in 1976, the B.C. Legislative Internship Program (BCLIP) is a six-month program that gives post-secondary graduates exposure to public policy-making and legislative processes in British Columbia. Reporting to the Parliamentary Education Officer (B.C. Legislative Internship Program Manager), the B.C. Legislative Intern provides research, analysis, and communications support during their placements in a provincial ministry or statutory office and in an officially recognized political party caucus. Interns are also responsible for one or more educational projects during the program, including project management, research, and analysis, designing, and writing communication materials, and developing and implementing educational events. They represent the program with staff and executives within the B.C. public service and during both national and international exchanges. BCLIP is advised by an Academic Director and an Academic Steering Committee.

KEY RESPONSIBILITIES

- Assists a ministry mentor to complete various research, analysis and writing assignments, supports projects and administrative functions as required including but not limited to:
  - Conduct research and analysis of various policies and legislation; prepares briefing materials and policy papers.
  - Assistance in the planning and organization of projects, conferences, and stakeholder consultations.

- Attendance and/or presentation at ministerial briefings and meetings with ministry staff and external stakeholders.
- Development and/or delivery of presentations and educational/information materials
- Preparation of correspondence and background information for ministry officials; including speaking notes, press releases and newsletters.
- Case management consultation and research.

- Assists a caucus supervisor and/or Research/Communications Officer to complete various communications and/or research assignments, projects and administrative tasks as assigned including but not limited to:
  - Conduct research, prepare questions, and background information for Estimates and Question Period, as well as Question Period tracking.
  - Research and prepare Private Members' Statements, Written Questions, Motions, and Prayers or Reflections.
  - Review and analyze draft policies and legislation.
  - Compile, track and analyze a variety of documents, data, and statistics.
  - Monitor community information sources and various media to provide MLA briefings and updates.
  - Research and write speech notes, press releases, blog posts, backgrounders, editorials, and articles for newsletters and other media.
  - Prepare correspondence, background information, and MLA constituency reports.
  - Collection and collation of statistical and confidential information including the creation and maintenance of databases and spreadsheets.
  - Support a variety of constituency assignments including casework, creating community and constituency profiles for MLAs, and supporting constituency outreach projects.
  - Produce a variety of informational and educational materials using desktop publishing and website tools.
- Develop and implement educational and leadership events, such as: Model Parliament, Mock Trial, Student Education Day, educational exchanges with other internship programs (i.e., planning speakers, developing, and delivering presentations), or supporting the Academic Director with academic seminars.
- Research, write and publish educational and leadership projects, such as: the *BCLIP Gazette, Canadian Parliamentary Review* articles, or a research paper.
- Acts as a PEO Program ambassador, representing the Legislative Assembly at a variety of national and international exchanges and the B.C Public Service.

OTHER FACTORS

LEADERSHIP/SUPERVISORY

- As an individual contributor, completes research and communications assignments and provides subject matter expertise and recommendations to support planning and decision-making during ministry and caucus placements, as well as for educational projects.

DECSION MAKING/INDEPENDENCE

- Consideration of communication methods and sound judgement in determining voice and content when communicating with different audiences

- Plans and organizes projects independently and with limited supervision, within established parameters and with guidance from program, ministry and/or caucus staff.

RESPONSIBILITY FOR FINANCIAL & MATERIAL RESOURCES

- Tracking resources, and requesting when applicable, material resources for educational projects
- Creating, contributing to, and maintaining financial, research and/or statistical databases
- Monitors budget commitments, conducts research and analysis to support project costing and decision making.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
Deputy Clerk of the Legislative Assembly
Director, Parliamentary Education Office
Parliamentary Education Officer
B.C. Legislative Intern

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Undergraduate degree in any discipline that was fully or partially completed at a Canadian post-secondary institution.
- Experience developing written and oral communication materials, conducting research and analysis, and contributing to and leading projects or project components within a team setting.

KNOWLEDGE, SKILLS & ABILIITES

- Excellent research and analysis skills.
- Strong communication skills, both oral and written, for a variety of audiences.
- Ability to maintain confidentiality when handling information or sensitive issues.
- Strong computer and software skills to produce a variety of professional documents
- Strong collaborative skills when working with both colleagues and external partners.
- Knowledge of/interest in the political system in British Columbia.
- Flexibility for overtime and travel.
- Ability to set priorities and meet deadlines while maintaining a high degree of accuracy; and
- Ability to answer or act on a wide variety of inquiries, including those of a sensitive nature in an efficient, discreet, and tactful manner, displaying sound judgement.
- Capacity to demonstrate non-partisanship when working in highly politicized environments.

**Please note that Knowledge, Skills and Abilities may be developed/demonstrated through work, academic and/or volunteer experience.*

COMPETENCIES

Service Orientation is understanding the service needs of a client/customer (internal or external) and actively focusing on anticipating, meeting, and exceeding the needs in a timely and appropriate manner.

Teamwork and Cooperation is working cooperatively with diverse teams, work groups and across the organization to achieve group and organizational goals. This includes communicating effectively and collaboratively with others.

Results Focus is taking action to achieve challenging goals or high standards. It is focusing on the desired outcomes, setting challenging goals, and taking action to meet or exceed them.

Problem Solving and Judgment is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes, and generate solutions.

Flexibility is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.

Listening, Understand and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to spoken and unspoken or partly expressed thoughts, feelings, and concerns of others.