

<b>Job Title</b>	Administrative Coordinator	<b>Classification</b>	Grid Level 18
<b>Department</b>	Office of the Clerk	<b>Date Updated</b>	May 2026
<b>Reports to</b>	Executive Operations Coordinator		

**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 operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*. The Legislative Assembly is an autonomous employer, separate from the BC Public Service and the administrative framework of government ministries and agencies.

**DEPARTMENT SUMMARY**

The Clerk of the Legislative Assembly is the chief permanent officer of the Legislative Assembly who reports to the Speaker and the Legislative Assembly Management Committee.

The Office of the Clerk provides non-partisan procedural advice to the Speaker and all Members of the Legislative Assembly. The Office maintains the records of all parliamentary proceedings and oversees the preparation of the Orders of the Day and Votes and Proceedings, as well as the Journals, which are the official record of proceedings and decisions. The Office also assists with protocol arrangements for parliamentary functions and ceremonies, and parliamentary visits.

The Governance and Corporate Support Unit within the Office of the Clerk houses corporate functions in support of the Legislative Assembly's operations and good governance practices, including business continuity planning, strategic planning, enterprise risk management, internal audit, corporate communications, and corporate policy.

**JOB SUMMARY**

Reporting to the Executive Operations Coordinator, the Administrative Coordinator (Coordinator) provides executive administrative, operational, and logistical support to senior leaders and supports the operations of the multifaceted business environment in the Office of the Clerk. The Coordinator conducts legal research, prepares documents, and compiles information to support decision-making processes, staying abreast of parliamentary rules and legal developments to ensure organizational compliance and efficiency. The Coordinator is a key point of contact within the Office of the Clerk and contributes to the day-to-day in a fast-paced work environment.

**KEY RESPONSIBILITIES**

- Provides comprehensive executive administrative, operational, and logistical support to senior leaders and supports the operations of the multifaceted business environment in the Office of the Clerk with a flexible and service-oriented approach.
- Acts as a first point of contact for the Office of the Clerk, responding to a variety of queries via phone and email from Members of the Legislative Assembly, Legislative Assembly officials and staff, external

organizations, stakeholders, and the public, and actions, follows up on, and redirects matters as appropriate.

- Manages calendars and prioritizes meetings, schedules, requests, and assignments in a dynamic and fast-paced environment.
- Arranges meetings and coordinates required logistics, including room bookings and catering, calendar scheduling, assembling background materials, and preparing and distributing agendas and minutes.
- Prepares, formats, proofreads, and analyzes routine correspondence and technical materials, including legal and legislative documents, and initiates or tracks follow up action.
- Develops and maintains tracking systems and databases, including a legal precedent database, to ensure that information is recorded, tasks are completed within critical timelines, and maintains and tracks all administrative records within the Office of the Clerk.
- Identifies emerging issues, determines urgency/priority, researches, gathers, and compiles background information, and offers verbal briefings or prepares written briefings, as appropriate, to inform decision making and/or action.
- Performs legal research using case law, statute law, legal articles and other data, and presents the results of the research in an organized and insightful manner orally or in writing.
- Conducts thorough research and effectively communicates findings orally or in writing, drafts and refines a variety of documents including legal and legislative documents, research papers, presentations and general correspondence.
- Stays informed of parliamentary rules, practices, precedents and legal developments by reading and assessing various literature sources.
- Makes travel arrangements and departmental purchases, ensuring that necessary pre-approvals are in place, that expenditures are policy compliant, and prepares related reimbursement requests.
- Coordinates project-oriented tasks in support of organizational and departmental initiatives and strategic priorities.
- Performs other duties as assigned within scope of work.

## **ORGANIZATION STRUCTURE**

Clerk of the Legislative Assembly of BC

Executive Operations Coordinator

**Administrative Coordinator**

## **SELECTION CRITERIA**

### **EDUCATION, TRAINING & EXPERIENCE**

- Post-secondary education in business or office administration, plus at least one year of office management experience, or an equivalent combination of education and experience.
- Experience and proficiency in Microsoft Office suite.
- Experience supporting senior leaders in a public sector environment considered an asset.
- Legal Assistant Diploma or Paralegal Diploma or equivalent experience as a legal assistant, paralegal, or corporate law clerk would be considered an asset.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Excellent knowledge of office management procedures and practices.
- Familiarity with legislative and legal document formatting and terminology.
- Knowledge of legal research methods, including gathering and analyzing case law, statute law, and legal articles.

- Knowledge of database management principles for tracking systems, including legal precedent databases.
- Excellent oral and written communication skills.
- Excellent organizational, prioritization, and time-management skills.
- Proficiency in document preparation, formatting, proofreading, and analysis, with attention to detail.
- Superior customer service skills and a service-based outlook.
- Ability to communicate effectively and interact in a professional and courteous manner.
- Ability to solve problems, set priorities, and meet deadlines.
- Ability to work in a fast-paced office environment with multiple and often changing priorities and handle communications on complex, sensitive, and urgent matters.
- Ability to complete work with a high degree of accuracy.
- Ability to effectively undertake research and evaluate the quality and reliability of research sources.
- Ability to maintain general awareness of developments and trends in parliamentary law, practice, and procedure.
- Ability to deal with confidential and sensitive information with discretion and sound judgement.
- Ability to maintain a high level of flexibility and adapt to changing priorities within the workplace.
- Ability to develop and maintain in-house administrative record-keeping and reporting systems.
- Ability to establish and maintain effective working relationships with a variety of individuals and groups.
- Ability to work effectively in a non-partisan environment.