



Job Title	Parliamentary Education Officer	Classification	Grid Level 24
Department	Parliamentary Education Office	Date Updated	May 2026
Reports to	Director, Parliamentary Education Office		

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 houses the Parliamentary Tour Program and the Parliamentary Gift Shop and delivers programs and tools to promote understanding of the work of the Legislative Assembly, the role of Members, parliamentary democracy, and the history and significance of the Parliament Buildings. PEO oversees precinct use requests and provides event coordination support to Members and staff.

JOB SUMMARY

Reporting to the Director of the Parliamentary Education Office, the Parliamentary Education Officer contributes to the Legislative Assembly's strategic goal to promote better understanding of the parliamentary system in B.C. by designing, developing and managing the delivery of a variety of PEO educational programs. The Parliamentary Education Officer also manages the development of PEO's educational materials and permanent and temporary educational exhibits for the Legislative Assembly and contributes expertise for special event planning and delivery.

KEY RESPONSIBILITIES

- Manages the planning and delivery of a variety of PEO educational programs including: the BC Legislative Internship Program (BCLIP) and the BC Teachers' Institute on Parliamentary Democracy (BCTI), including budgets, application processes, candidate selection, orientations and event planning and calendars.
- Engages with a variety of external partners to foster collaborative relationships with the education community, ensure programs are designed and delivered to meet these expectations and are aligned with the PEO strategic plan.
- Organizes and facilitates meetings with MLAs, Independent Officers, Legislative Assembly directors and executive leadership and works closely with caucuses to invite input into the BCTI and BCLIP programs.

- Determines educational program performance measures utilizing statistical and data analysis methodologies and provides comprehensive reports and recommendations to the Director regarding program outcomes and opportunities for enhancements.
- Manages the development of both permanent and temporary educational exhibits for the Parliamentary Education Office including:
 - Researching archival materials (photos, maps, etc.) and developing proposals (to define audience, purpose scope, format, etc.).
 - Negotiating licensing agreements.
 - Developing exhibit proposals including intended audience, purpose, scope, interpretive strategy, display format, and curriculum relevance.
 - Managing the acquisition and use of archival photos, maps, and other materials for exhibits, based on accepted conservation and exhibition standards.
 - Developing associated educational materials and exhibit takeaways.
- Researches current and evolving best practices in the fields of public history, museology and heritage resource management including design, accessibility and related technologies.
- Manages PEO's publications, both print and online electronic materials, including design and layout to reach appropriate audiences; ensures the accuracy, consistency and quality of content and recommends new materials to support parliamentary education, promotional and Gift Shop needs.
- Manages the development and distribution of parliamentary education materials to the education and heritage communities utilizing a variety of communication methods and tools.
- Represents the Legislative Assembly on a variety of internal and external committees, and plans, develops and delivers presentations on topics related to parliamentary democracy to educational groups and internal and external clients.
- Supervises up to twelve interns by providing them with feedback, guidance and disciplinary action.
- As a subject matter expert in the field of educational/promotional material/exhibit design, the position makes decisions with considerable independence on a wide variety of related issues that impact the quality and effectiveness of educational programs. Decisions directly impact the image of the Legislative Assembly and the achievement of strategic goals to increase public understanding of, and engagement of public interest in the parliamentary system in BC.
- The position contributes to budget development related to the assigned program areas including drafting budget proposals and monitoring expenditures.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly

Deputy Clerk of the Legislative Assembly

Director, Parliamentary Education Office

Parliamentary Education Officer

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- A degree or diploma in Education, History, English or Communications or a related field of study.
- A minimum of two years' recent experience in:
 - Planning the design and delivery of materials to support educational outreach programs.
 - Designing and developing exhibits for a variety of audiences.
 - Working collaboratively with partners and stakeholders with diverse interests.
 - Designing and overseeing the production of print and electronic materials.
 - Monitoring budget expenditures.

- Supervisory experience preferred and considered an asset.
- Experience in a parliamentary/legislative or non-partisan 'political' environment is considered an asset.
- Experience in an educational setting or classroom is considered an asset.
- French as a second language considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the parliamentary and political system in British Columbia.
- Knowledge of financial management procedures including budgeting, expenditure control, and financial analysis.
- Knowledge of generally accepted design principles and practices for exhibits, publications, and promotional materials including InDesign.
- Excellent understanding of non-partisanship, protocols and timelines, the Institution of Parliament and the differences between government and the Legislative Assembly.
- Extensive knowledge of legislative processes and nomenclature, the legislative process, rules and procedures, and research methods.
- Strong communication skills, both oral and written, for a variety of audiences.
- Must possess excellent communication skills to document communications procedures and practices.
- Strong collaborative skills when working with both colleagues and external partners.
- Excellent administrative and organizational skills.
- Flexibility for overtime and travel.
- Ability to set priorities and meet deadlines while maintaining a high degree of accuracy.
- Ability to develop and manage advertising campaigns.
- 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.
- Understanding and appreciation of how to communicate effectively to different cultures.