

JOB POSTING

POSITION:	Corporate Services Coordinator – Permanent, Full- Time (Exempt)
DEPARTMENT:	Corporate Services
RATE OF PAY:	\$76,000 per annum
HOURS OF WORK:	Monday – Friday, 8:00 AM to 4:30 PM, 37.5 hours per week + <i>evenings/ weekends as required</i>
WORK LOCATION:	Municipal Office (On-Site)
POSTING DATE:	March 4, 2025
CLOSING DATE:	March 18, 2025
ENTITLEMENTS:	<i>Excellent benefits package, including a municipal pension plan; Flexible work schedule, and banked time in lieu.</i>

JOB SUMMARY

Reporting to the Manager of Corporate Services, the Corporate Services Coordinator plays a pivotal role in supporting municipal governance, records management, and corporate services operations while ensuring the utmost confidentiality. This dynamic position involves coordinating and facilitating council meetings & events, preparing council agendas & minutes, creates and distributes public communications/ engagement information, and assisting the Corporate Service department in regulatory compliance.

The ideal candidate will be a highly organized and detail-oriented professional, capable of managing a variety of tasks with minimal supervision, supporting local government operations, and upholding the highest standards of confidentiality and compliance.

JOB DESCRIPTION

Job Duties:

- Assists in all logistics associated with Council meetings, Committee meetings, open houses, public hearings, workshops, and other District events.
- Operates audio video equipment and acts as the recording secretary, as needed, including coordination of closed council meetings.
- Prepares agendas, minutes, correspondence, and statutory notices in consultation with the Manager of Corporate Services.
- Coordinates Council and senior management team events, activities, travel, registration, and attendance associated with functions, events, receptions, conferences, meetings, and seminars.
- Conducts research and data analysis, as assigned, and assists with the preparation of bylaws, policies, reports etc. in consultation with the Manager of Corporate Services.
- Prepares, maintains, and processes a variety of confidential files and documents.
- Coordinates the District's records management program, including public and confidential records, safekeeping of the District's records including Council minutes, resolutions, bylaws, financial, closed meeting, human resources, legal files, and other documents, and training.
- Develops, and upon approval, implements new and/or improved office and records management methods and procedures to increase efficiency.
- Assists in the discharge of duties under the Freedom of Information and Protection of Privacy Act, including requests for access to records and privacy management.
- Assists in the preparation and editing District of documents.
- Prepares and distributes District communications including emails, notices, news releases, social media, and advertisements.
- Assists with overall management of the municipal website including preparing, uploading documents, maintaining content, and liaising with service providers.
- Assists with election duties as required.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Knowledge of parliamentary procedure, applicable legislation, and government policies.
- Proven ability to maintain confidences and ensure confidentiality of information and records.
- Excellent customer service skills and ability to act with tact, authority, and discretion.
- Strong organization skills to effectively complete/deliver and prioritize assigned tasks and responsibilities within established timelines.
- Effective interpersonal, written, and oral communication skills including an exceptional command of the English language.
- High degree of skill in recording and transcribing minutes.
- Knowledge of modern office practices and procedures with reference to clerical and secretarial operations, records management, and communications.
- High level of skill with standard office applications and equipment, with emphasis on Civic Web, Microsoft Office Suite, Adobe and Canva applications.
- Working knowledge and experience with website design, maintenance, and social media.
- Ability to accommodate a flexible work schedule, with work outside of regular hours when necessary.

Required Qualifications

- Diploma or degree in Public/ Business Administration, Communications, or a relevant diploma/ degree is preferred.
- Minimum of two (2) years working in local government, communications, or legal setting is preferred.
- *A combination or equivalent education and experience may be considered.*
- Preference will be given to a candidate that is familiar with processing freedom of information requests or has a background in records management.
- Preference will be given to those with knowledge of parliamentary procedure, applicable legislation, and government policies.
- A Valid BC Driver's Licence

Working Conditions

- Office environment
- Sitting for longer periods of time
- Evening or weekend attendance at Council Meetings, Public Hearings and/or public engagement events

** Candidates will be asked to provide criminal record clearance as a condition of employment.*

How To Apply:

Applicants meeting the above qualifications may apply by sending a **cover letter & resume in one (1) PDF document**, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Reference: Corporate Services Coordinator Application
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.