

DEPARTMENT:	Office of the CAO	STATUS:	Temporary Part-Time (to July 18, 2026 with the possibility of extension)
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	21 hours/week	SALARY:	\$29.49/hour to \$34.62/hour (2024 rates) plus a comprehensive benefits package

We are seeking a dynamic, self-motivated administrative professional to join the Office of the Chief Administrative Officer as the Intergovernmental Relations (IGR) Clerk (Clerk Typist 3). In this exciting role you will be:

- Providing information and assistance to a variety of internal and external contacts
- Organizing a variety of confidential and non-confidential materials
- Managing website content, and marketing materials
- Working with various internal departments to update project information in grant funded projects
- Managing senior government contacts and actions
- Supporting colleagues in facilitating senior government grant submissions and recipients
- Tracking grants opportunities and researching grants
- Maintaining decorum, confidentiality and records
- Other related duties

If you have the following characteristics and qualifications, we want to hear from you!

- You have completion of Grade 12 including or supplemented by courses in office administration plus considerable related experience or an equivalent combination of training and experience acceptable to the employer
- You have experience with government funding programs and processes
- You have experience coordinating meetings and events and resolving issues as they arise
- You have experience and the ability to maintain moderately complex records, track project funding and budgets
- You have sound knowledge of business English, spelling, arithmetic, and good vocabulary for review and preparation of reports and correspondence
- You have knowledge of relevant municipal policies and practices
- You have knowledge of the current system of regional, provincial and federal governments
- You have excellent customer service, relationship building and conflict resolution skills
- You have the ability to work with minimal supervision and effectively work under pressure at times
- You have the ability to process confidential matters and materials; maintain effective working relationships with contacts, and supply information
- You have advanced skills in Microsoft Office Suite, including Excel, Word, Outlook, and Teams, database management, Adobe Acrobat, and other systems related to the work

What we offer:

- Work-life balance – vacation
- Health and wellness – extended health, dental, life insurance benefits, paid sick leave benefits, plus other wellness-focused programs and benefits
- Retirement benefits – including municipal pension plan
- Career development – ongoing learning, leadership development, and education development opportunities

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by July 1, 2025.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples.
It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.
We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.