

EXECUTIVE ASSISTANT (LEGISLATIVE SERVICES) (FULL-TIME)

Competition #2026-09

February 10, 2026



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six-member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting and challenging opportunity for an energetic and self-motivated individual to fill the position of Executive Assistant in the Legislative Services Department. If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, consider coming to work with us.

We are seeking a high functioning, detail-oriented professional with senior administrative, protocol, and communications experience to act independently and take initiative in coordinating and organizing business conducted within the Legislative Services Department. You will provide support in a diverse range of confidential administrative matters which includes attending and recording minutes for the Regional and Corporate Services Committee, and Electoral Area Services Committee and FVRD Board meetings from time to time. You must have the ability to work independently, exercise good judgment, and effectively handle conflicting priorities. You will possess a high degree of integrity and discretion in managing confidential and sensitive information, and have excellent oral and written communication abilities. A high level of proficiency with Microsoft Office Suite and the ability to learn new software is required.

We offer a supportive, team-based work environment with an emphasis on collaboration. If you have a motivated, can-do attitude and a keen sense of humour, you will fit right in. Bring your positive energy, ambition, and desire to learn, and we'll take care of the rest.

The ideal candidate will possess:

- » Post-secondary education in Business Administration or Local Government Administration is desirable, plus three to five years in a senior administrative position in local government, an equivalent combination of education and experience will be considered
- » Experience in preparing agendas and taking and transcribing minutes
- » Excellent written and verbal communication skills which include the ability to express thoughts and ideas clearly to groups and deal effectively with public officials, the public, external agencies, and all levels of staff
- » Demonstrated ability to handle a complex and varied workload in a flexible manner, often under pressure
- » Demonstrated ability to establish and maintain effective working relationships within and outside the organization
- » Working knowledge and experience in records management, including experience with managing records in electronic and hard copy formats

Grow your career with us in a supportive, collaborative, team-based environment. We offer an earned-day-off program, onsite wellness supports including gym, and strong commitment to lifelong learning through training and professional development opportunities. This exempt position has an annual salary range of \$71,817 to \$82,485 plus comprehensive benefits and municipal pension plan package.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Visit www.fvrd.ca/careers to apply for this competition by 4:30 p.m. on February 24, 2026.

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.