

Careers

Legislative Clerk (6-month term)



Do you have a passion for public service?

We are seeking a dynamic administrative professional to join the Office of the City Clerk and make a difference! The Legislative Clerk provides clerical, records management and administrative support services in a fast-paced office environment. In this role you will provide direct assistance to members of the public, support Council meetings and public hearings, assist with financial and budget activities, and perform a diverse range of other responsibilities in support of the core functions of the Office of the City Clerk. **This role will also help in providing administrative support for the upcoming general local election.**

If you have a keen eye for detail, interest in local government, computer and excel proficiency, strong teamwork and excellent communication and customer service skills, we want you!

Qualifications

The successful candidate will have relevant office administrative experience and have strong attention to detail, customer service and communication skills.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$30.64 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term until October 2026.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **May 5, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest