

ADMINISTRATIVE ASSISTANT

ABOUT US

The Representative for Children and Youth is an independent officer of the B.C. Legislature and works to influence positive change to B.C.'s child, youth and young adult serving system. The Representative's Office provides advocacy support to people dealing with the service system and advocates directly on behalf of children, youth and young adults, monitors and reviews government services to children and youth and reviews and sometimes investigates deaths and critical injuries of children and youth who are receiving services.

Bringing together energetic people with the right combination of skills, experience and creativity is an essential part of the Representative's commitment to B.C.'s children and youth. It is through skilled and passionate staff that we are able to implement a range of strategies, projects and initiatives that seek to transform the child and youth service system.

RCY is committed to being a more culturally aware and agile organization, integrating Indigenous ways of knowing and being into our daily practice, and ensuring that our work highlights concerns and bright spots. We are committed to relationship, respect, reciprocity, relevance, responsibility and repair. We are guided by the principles of cultural safety, anti racism, we are a highly connected organization known for upholding rights and being respectful, responsive, responsible, reciprocal and a good ally.

OVERVIEW OF POSITION

Reporting to the Executive Coordinator, the Administrative Assistant provides administrative support to RCY's Executive Directors and provides operational and administrative support to the following program areas at the Office of the Representative for Children and Youth:

- Corporate Services (IT/HR/Finance/Communications)
- Individual Advocacy and First Nations, Métis and Inuit Engagement
- Reviews & Investigations
- Systemic Advocacy and First Nations, Métis and Inuit Research

WHY JOIN US?

- We are doing exciting work in advocating for systemic change in child, youth and young adult serving systems.
- You will be making a meaningful difference in the lives of BC's Children, Youth and Young Adults – you will be a catalyst for change.
- Our staff are passionate and committed.

- RCY offers competitive salaries and commits to on-going review to ensure equity and fairness.
- RCY offers a modified work week (flex schedule) for most staff and a variety of remote/virtual and on-site work arrangements.
- RCY staff are essential to the impact that we aspire to and so we invest in ongoing professional development for all staff.
- As part of the structure of government, RCY offers a comprehensive benefits programs including health, paramedical, dental, vision and Employee and Family Assistance services (or amount in lieu added to pay for auxiliary employees).

POSITION DETAILS

- Competition #: 118686
- Type: Full-time, Permanent
- Classification: Clerk 12
- Salary range: \$54,387.32 – \$61,395.95 annually
- An eligibility list may be established for future temporary and/or permanent vacancies. Temporary appointments may be extended and/or a permanent appointment may result from a temporary appointment.
- Please note that this position is based in Victoria B.C. with in-office work requirements. However, there is flexibility for some remote work.
- RCY staff are required to travel to meet operational requirements. In keeping with RCY's support to balance work, family and other commitments, travel will be planned in advance whenever possible.
- This position is eligible for a modified work week.
- This position is excluded from union membership.
- The successful applicant requires a police record check and is subject to a criminal record review.

Full details about the education, experience and competencies required for this position are included in the [job description](#).

OUR HIRING PREFERENCE

Preference may be given to candidates with:

- Experience working in the BC Public Service.
- Experience working with Microsoft Office applications and CLIFF.
- Experience providing direct support to Executive Directors and senior staff.

To achieve a representative team at RCY, preference may be given to applicants self-declaring as being a member of one or more of the groups identified below. RCY believes that an organization that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.

We strongly encourage applications from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, people of colour, members of non-dominant ethnic, linguistic and/or cultural groups (im)migrants/newcomers, people with (dis)abilities, and 2SLGBTQIA+ people. We encourage applicants to self-identify in their application if they feel comfortable doing so.

RCY commits to holding self-identification information confidentially – we hold this obligation with care and commitment. Your information will only be shared with the hiring panel, who commit to holding it in confidence and will not share your information unless it is needed for the hiring process (such as to get approval to extend a job offer).

HOW TO APPLY

Job applications will be accepted until January 9th, 2025, at 11:00 p.m. PST.

Before applying, please review all aspects of this job posting and ensure both your resume and cover letter highlight your fit for the role and RCY.

You can apply by emailing your resume and cover letter to jobs@rcybc.ca and referencing the position title and competition number in each document.

Only those applicants who pass the initial screening based on the education and experience specified in the job description will be considered for the next step in the selection process. So, we encourage applicants to take care in reviewing all the related materials for this recruitment. We especially encourage those from outside public service to become familiar with how hiring decisions are made in public service and pay detailed attention to the information we have requested.

We look forward to receiving your application.