

Competition #103344

Office of the Representative for Children and Youth

Administrative Assistant

Classification: Clerk 12 – Schedule A

Location: Victoria, B.C.

Salary: \$52,803.18 - \$59,607.79 annually

There is currently one permanent opportunity. An eligibility list may be established for any future temporary and/or permanent vacancies. These temporary appointments may be extended and/or a permanent appointment may result from these temporary appointments.

The Representative for Children and Youth (RCY), an independent officer of the B.C. Legislature, 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 child and youth 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 investigates selected deaths and critical injuries of children and youth who are receiving services.

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

Please note:

Preference may be given to applicants as follows:

- Indigenous, Black or racialized, LGBTQ2SAI+, people with diverse gender identities or expressions, and/or people with disabilities.
- Those with BC public service experience

To assist us with screening, please ensure your application clearly indicates that you self-identify as having one or more of the qualifications or identities listed above. Please note that if you have another identity typically under-represented in the public service, please indicate this in your application to assist us in the review process. We will hold your application in strictest confidence, sharing it only with the hiring panel.

- Please note that this position is required to provide on-site administrative services at our office in Victoria, BC.
- This position is excluded from union membership.
- An eligibility list may be established for future permanent or temporary vacancies. Temporary appointments resulting from the eligibility list may be extended and/or become permanent.
- The successful applicant requires a police record check and is subject to a criminal record review.

TO APPLY:

1. Review the [job profile](#)
2. Submit a cover letter and resume detailing your relevant work experience and how you meet the stated qualifications
3. Include the position title and competition number on the cover letter and in the email subject line
4. Applications must be submitted by email to jobs@rcybc.ca.

Only those applicants who pass the initial screening based on the **education and experience qualifications specified in the job profile** will be considered for the next step in the selection process. Your resume and cover letter must therefore clearly specify how your education and experience meet the required job qualifications. Please be as clear and specific as possible. Ensure your resume includes the month and year(s) for each job in your employment history as well as the job-related responsibilities. **If you do not clearly identify how you meet the education and experience requirements for the position, your application will not be considered.** Please note that the content and/or format of your cover letter and resume may be evaluated as part of the assessment process.

Only those applications submitted to the Office of the Representative for Children and Youth directly by email will be considered. DO NOT apply for this position by submitting your profile on the BC Government Hiring Centre website.

Please note that incomplete applications or late applications will not be evaluated or acknowledged.

Your application must be received by 11:00 p.m., PDT on July 30, 2023.

By submitting your application, you certify that all information submitted is true, complete and correct. Any information provided in your application, any assessment documents or processes and/or an interview that is found to be false or misrepresented in any respect, may eliminate you from further consideration for employment or may result in dismissal.

Contact:
Jobs@rcybc.ca