



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Executive Assistant to the Core Leadership Team
Status:	Permanent Full-Time
Work Area:	Chief Administrative Office
Posting Date:	August 13, 2026
Closing Date:	August 20, 2026

GENERAL SUMMARY

Under the general direction of the Senior Executive Assistant to the CAO, the Executive Assistant to the Core Leadership Team (CLT) provides confidential, executive level administrative and project support to members of the CLT. This position also supports legal and corporate initiatives, ensuring effective coordination, communication, and document management across the organization.

KEY DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team, and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Serves as a primary point of contact and provides confidential executive administrative support to members of the CLT.
- Provides exemplary customer service to both external and internal clients.
- Supports corporate strategic initiatives and special projects through coordination, research, and document preparation.
- Provides research and preliminary policy and project analysis, and draft documents related to special projects.
- Liaises with the District’s legal counsel to coordinate the exchange of information and documents as necessary.
- Coordinates legal processes (e.g. affidavits, discoveries, injunctions) and assists with related administrative requirements.
- Conducts legal and legislative research and summarizes findings to support decision-making.
- Assists in obtaining legal opinions by gathering background information and preparing supporting materials.
- Provides support in the drafting and preparation of a variety of documents including contracts, legal documents, reports, and correspondence.
- Monitors the status of claims against the District and provides updates to Senior Staff upon request.
- Maintains electronic filing systems and databases including the District’s legal library and ensures documents and information is filed accurately.
- Manages calendars, schedules, and meeting logistics; anticipates and resolves scheduling conflicts.
- Reviews and prioritizes communications, responding or triaging as appropriate.
- Drafts and edits correspondence and provides high-level document management (drafting, formatting, proofreading, filing, and archiving).
- Prepares meeting materials, briefing notes, and background information; attends meetings and records minutes as required.
- Coordinates travel arrangements and logistics.
- Assists with invoice coding, budget tracking, and preparation of reports.
- Assists with the onboarding, training and upskilling of clerical staff across the organization including providing guidance around best practices such as records management and privacy practices.
- Identifies and implements improvements to administrative processes and procedures.
- Provides backup support to other Executive Assistants as required.
- Maintains and controls access to confidential and restricted records in compliance with privacy legislation.



SQUAMISH

HARDWIRED *for* ADVENTURE

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of political protocols at the local, provincial, First Nations, and federal levels.
- Familiarity with legal terminology, processes, and documentation.
- Advanced computer skills and thorough knowledge of Microsoft Office applications (Word, Excel, Outlook, SharePoint).
- Working knowledge of a complex corporate records management system.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills with a high level of attention to detail.
- Strong research and analytical skills, with the ability to synthesize information clearly.
- Ability to manage multiple priorities and meet critical deadlines.
- Strong interpersonal skills with the ability to interact tactfully and professionally.
- Ability to anticipate needs and take initiative in a fast-paced environment.
- Ability to exercise sound judgment, discretion, and maintain strict confidentiality.
- Ability to manage competing demands and perform effectively under pressure.
- Ability to interpret and apply policies, procedures, and instructions.
- Ability to work independently while also collaborating across departments.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid BC Class 5 Drivers Licence.
- A Diploma in Business Administration, Public Administration, Legal Administrative studies or a related field.
- Office Administration Certificate OR Local Government/Public Administration courses or certificate (PADM).
- A minimum of five years' experience working in an office environment at the executive level with a preference for at least two years' experience working in local government.

OR

- An equivalent combination of education, training and experience.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: Monday to Friday, 70 hours bi-weekly with a compressed work week (9 day fortnight).

Salary: Salary range: \$84,491.67 - \$92,847.99 as well as a comprehensive benefits package.

This is an exempt position and is excluded from the Union.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to jobs@squamish.ca (**Quoting Competition #**) **To: #26-76** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence to jobs@squamish.ca and include Accessibility in the subject line. We thank all applicants for applying.