



Position Title: Community Services Assistant	Department: Community Services
Date: October 2025	
Reporting Manager Title: Manager of Community Services	
Reporting Supervisor Title (if applicable):	

Position Summary:

Reporting to the Manager of Community Services, the Community Services Assistant provides technical and administrative support across a range of department functions. These include recreation and community hall services, airports, transit, cemeteries and the planning and implementation of new community services. The position involves frequent collaboration with community organizations and stakeholders to enhance local infrastructure and support service delivery initiatives.

Essential Duties and Responsibilities:

Program and Service Support

- Assist the Manager with the development, delivery, and maintenance of department services.
- Organize and maintain documentation necessary for the administration of airport services, such as the Safety Management System and Airport Operations Manual.
- Support projects related to recreation and community halls, transit, cemeteries and airports.
- Assist in research requests for the establishment of new services and Board initiatives as required.

Community Engagement and Stakeholder Relations

- Liaise with volunteer and community organizations to support regional initiatives that improve local assets (e.g., halls, recreation grounds, trails, tourism).
- Organize and facilitate internal commission and committee meetings and external stakeholder meetings related to Community Services functions as necessary.
- Prepare public awareness materials for approval of the Manager of Community Services.

Grant Writing and Research

- Research and prepare funding applications to support department projects and community organization goals.

Contract and Agreement Coordination

- Assist manager with drafting and reviewing contracts and agreements necessary for service delivery, such as:

- Use and occupancy agreements
- Operation and maintenance agreements
- Service provision agreements

Administrative Support

- Perform clerical and office-related procedures to support department operations.
- Assist in organizing department files, records, and communications.
- Provide relief/backup clerical duties, including the front counter when needed.

Supervisory Responsibility

- Provide orientation for new employees as required.

Financial Resources:

- Assist in the development and assembly of budget materials for Community Services.
- Prepare grant applications for funding support.
- Prepare invitations to quote and formal tenders
- Review invoices associated with contract services for accuracy and completeness.
- Order supplies as required.

Technical Expertise:

Knowledge

- Understanding of local government community services operations and service agreements.
- Familiarity with grant processes and funding research techniques.
- Knowledge of public engagement methods and materials preparation.

Skills

- **Communication:** Superior written and verbal communication skills for working with diverse stakeholders.
- **Organization:** Strong ability to manage multiple administrative tasks with attention to detail and meet strict deadlines efficiently.
- **Collaboration:** Competence in building relationships with internal departments, community groups, and external agencies.
- **Clerical:** Highly motivated and organized, with senior-level clerical skills and experience recording and transcribing minutes is required.

Abilities

- **Meeting Coordination:** Ability to coordinate meetings and facilitate collaboration.
- **Contract Interpretation:** Ability to interpret and draft contracts and agreements.
- **Adaptability:** Ability to adapt to changing service priorities and Board initiatives.

Education, Experience, and Qualifications Required:

- Minimum of seven (7) years of experience in office administration.
- High school diploma or equivalent.
- Post-secondary education in business/office administration and/or community development, public administration or an equivalent combination of education and training that demonstrates the required competencies.
- Must maintain a valid Driver's Licence.
- Experience working in local government, nonprofit, or administrative settings.
- Proficiency in Microsoft Office Suite, (Word, Excel, PowerPoint), including email, word processing, and spreadsheet creation.
- Project management experience considered an asset.
- Knowledge of Canadian aviation regulations and legislation considered an asset.

Working Conditions:

Work Environment: Office-based environment with occasional travel to attend meetings or visit community sites.

Physical Requirements: Regular use of computers, standard office equipment, and light lifting of office materials.

Work Schedule: Standard weekday office hours with occasional evening or weekend work to support community events or stakeholder meetings.

Stress and Responsibility: Moderate responsibility for accurate research, grant preparation, and stakeholder coordination. Some deadline-related pressure for submitting grant applications or responding to Board requests.

Core Competencies Required for the Job:

This position requires proficiency in core competencies, as defined by the Cariboo Regional District's Core Competency Framework (refer to Appendix A for detailed descriptions).

Disclaimer:

This job description outlines the primary responsibilities and qualifications of the role. Additional tasks and duties may be assigned as needed to support team and organizational objectives.



Appendix A – For All Employees

Core Competency Framework for the Cariboo Regional District:

All employees of the Cariboo Regional District require proficiency in core competencies, as defined by the Cariboo Regional District’s Core Competency Framework.

Community and Service Orientation

- Dedication to delivering high-quality, accessible services for all communities
- Providing responsive, respectful service that reflects the Cariboo Regional District’s values and meets resident needs
- Demonstrating empathy, patience, and commitment to improving the quality of life for residents

Clear Communication

- Effectively conveying information to diverse audiences, including public presentations and written reports
- Actively listening to understand community concerns and respond with integrity
- Maintaining transparency in all interactions, ensuring clear, honest communication

Team Collaboration and Partnership Building

- Working effectively within and across teams to achieve shared goals
- Fostering cooperative relationships with municipal partners and community organizations
- Respecting and supporting diverse perspectives

Problem Solving and Accountability

- Identifying practical solutions to challenges with transparency and fiscal responsibility
- Using data and analysis to make informed, effective decisions
- Taking responsibility for actions and decisions, maintaining integrity and accountability



Project Management and Organization

- Planning and executing projects with a focus on community impact and resource efficiency
- Managing time and resources effectively, meeting deadlines and maintaining detailed records
- Adapting project plans to accommodate the needs of varied communities and changing priorities

Adaptability and Responsiveness

- Responding to changing needs and priorities across the Cariboo Regional District with resilience and flexibility
- Embracing continuous learning to stay relevant and effective in a dynamic regional context
- Demonstrating openness to feedback and willingness to improve

Cultural Sensitivity and Inclusivity

- Respecting and valuing the diversity within the Cariboo Chilcotin, including Indigenous and rural communities
- Fostering inclusivity and cultural awareness in interactions with residents and colleagues
- Demonstrating empathy and understanding for diverse community needs and values

Health and Safety Awareness

- Promoting a safety-conscious environment for both staff and residents
- Staying informed of relevant health and safety regulations
- Committing to safe practices in various settings, from urban to remote areas

Environmental Sustainability

- Advocating for environmentally responsible practices in all Cariboo Regional District projects
- Demonstrating commitment to conservation and sustainable use of natural resources
- Supporting initiatives that promote long-term environmental stewardship in the Cariboo Chilcotin



Emergency Preparedness and Crisis Management

- Coordinating effectively during emergencies, supporting community resilience
- Collaborating with local agencies and Indigenous communities for comprehensive crisis response
- Being prepared for quick, informed action in response to emergencies and natural disasters within the Cariboo Regional District

Leadership and Integrity

- Leading by example with honesty, ethical behavior, and commitment to the Cariboo Regional District values
- Inspiring and motivating others while fostering a culture of accountability and respect
- Acting as a positive role model, upholding high standards of professional conduct

Strategic Thinking and Regional Vision

- Aligning actions and goals with the Cariboo Regional District's mission to build vibrant, sustainable communities
- Anticipating future community needs and adapting strategies to address long-term goals
- Understanding broader trends that impact regional development, from social to environmental