



## CITY OF COLWOOD JOB POSTING

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<b>POSTING ID #:</b>	<b>COC20260505_CSA</b>
<b>POSITION TITLE:</b>	CORPORATE SERVICES ASSISTANT
<b>DEPARTMENT:</b>	CORPORATE SERVICES
<b>POSITION TYPE:</b>	REGULAR FULL-TIME UNION POSITION
<b>POSTING TYPE:</b>	INTERNAL/EXTERNAL
<b>SALARY:</b>	Pay Grade 9 - \$37.98/hr (2024 rate)
<b>HOURS OF WORK:</b>	Monday – Friday between 8am – 5pm, plus some evenings as required
<b>BENEFITS:</b>	A comprehensive benefits package per the Terms of the Collective Agreement

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*The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.*

### **NATURE AND SCOPE OF WORK**

Corporate Services is responsible for a wide range of responsibilities in leading a modern Corporate Services department providing services to internal and external stakeholders. This position reports to the Manager of Corporate Services/Corporate Officer with functional supervision from the Deputy Corporate Officer. The Corporate Services Assistant is responsible for a variety of complex administrative, legislative and customer service functions to support the City.

The Corporate Services Assistant provides specialized administrative support to the Corporate Services Department, assisting the Corporate Officer and the Deputy Corporate Officer in completion of their duties. This position requires a high degree of interpersonal skills, independent judgement, initiative, tact and accuracy in processing assignments, some of which are confidential in nature.

As a member of the City of Colwood team and workplace community, you will be responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.





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### **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- Completion of Grade 12 supplemented by education in Local Government Administration; or equivalent combination of training and experience.
- Minimum 5 years related administrative experience in a local government environment or related environment; working knowledge of legislation and records management practices applicable to the work and functions of various municipal departments.
- Experience as a recording secretary to committees, council, boards, or commissions.

*\*An equivalent combination of training and experience may be considered.*

### **OTHER**

- Will be required to work outside of regular working hours, as operationally needed, to attend and support meetings.

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***A complete job description is available at [www.colwood.ca/careers](http://www.colwood.ca/careers)***

Using the subject line **POSTING ID# COC20260505\_CSA**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the **Manager of Corporate Services**, at [careers@colwood.ca](mailto:careers@colwood.ca).

**This posting closes at 4:30pm on Friday, May 15, 2026.**

Short-listed applicants will be invited to participate in a job-related practical assessment exercise to demonstrate they possess the relevant knowledge, skills and abilities to meet the core requirements of the position, as part of the selection process.

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*The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.*

*We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.*

