

Job Posting - Executive Assistant (Term), BCFED



September 22, 2026

About the BC Federation of Labour

The BC Federation of Labour (BCFED) is the leading voice of workers in British Columbia, representing over 500,000 members from affiliated unions across the province.

We work with affiliated unions to advocate for workers' rights to organize, bargain collectively, have decent wages, fair treatment, and work in a safe workplace. The BCFED is committed to justice for all: we work with social movements and other allies to build a more equitable, democratic, and sustainable world. The BCFED is a small, but highly motivated team.

We are currently accepting applications for a term, full-time Executive Assistant.

Reporting to the Executive Director, the Executive Assistant may be assigned the following:

Key Responsibilities

- **Provide comprehensive administrative and executive support.** Manage competing priorities, anticipate administrative and logistical needs, maintain accurate calendars, identify scheduling conflicts, and ensure timely follow-up on commitments and action items. Make travel arrangements.
- **Document, Correspondence and Presentation Support**
Prepare, format, proofread and edit correspondence, reports, briefing materials, presentations and other internal and external-facing documents. Apply style-guide and appropriate design and formatting standards for publication and distribution.
- **Meeting, Committee and Governance Support**
Coordinate and provide administrative support for meetings and events. Prepare and distribute meeting notices, agendas and related materials. Take accurate minutes as required, track follow-up items and provide on-site or virtual support as required.
- **Event, Conference and Workshop Coordination**
Support the planning and delivery of conferences, workshops, forums and other organizational events. Coordinate venues, room bookings, room set-up and breakdown, equipment and other logistical requirements, ensuring events run smoothly and responding proactively to issues as they arise.
- **Communications and Relationship Management**
Act as a professional and responsive point of contact with affiliates, labour organizations, government departments, community and organizational partners, clients, learners, vendors and other internal and external contacts. Communicate effectively and exercise sound judgment, diplomacy and discretion in all interactions.

- **Records, Information and Database Management**
Maintain accurate and organized electronic files, records, databases and other information-management systems in accordance with organizational practices and confidentiality requirements.
- **Team and Organizational Support**
Work collaboratively with other Executive Assistants, Administrative Assistants and staff and provide backup coverage as required. Participate in staff meetings and contribute to a respectful, inclusive and effective team environment.
- **Financial and Vendor Administration**
Prepare, process and reconcile expense claims, expense reports, invoices and vendor payment documentation in accordance with organizational procedures. Liaise with vendors and internal contacts as required to resolve discrepancies and ensure accurate and timely processing.
- **Technology and Meeting Support**
Provide technical and logistical support for virtual and in-person meetings, presentations and events. Troubleshoot routine equipment and technology issues and coordinate with appropriate internal or external technical support when required.
- Perform other related duties as assigned.

Qualifications:

- Post-secondary education in business administration, office administration, communications or a related field, or an equivalent combination of education and relevant experience.
- Knowledge of the labour movement, trade union organizations, labour relations, workers' issues or the broader labour movement.
- Significant experience providing executive, senior administrative or organizational communications support in a complex, fast-paced environment.
- Demonstrated ability to manage multiple priorities, deadlines, schedules and competing demands with minimal supervision.
- Excellent organizational skills, with a strong ability to anticipate needs, identify potential issues and take appropriate action proactively.
- Exceptional attention to detail and demonstrated proficiency in proofreading, editing, document preparation and quality control.
- Excellent written and verbal communication skills, with the ability to communicate professionally with a wide range of internal and external contacts.
- Demonstrated ability to exercise sound judgment, diplomacy, discretion and confidentiality when handling sensitive information and matters.
- Advanced proficiency with Microsoft Office/Microsoft 365 applications, including Outlook, Word, Excel and PowerPoint, and demonstrated ability to learn and work effectively with other digital systems and databases.
- Demonstrated ability to prepare professional presentations and other digital materials, with an understanding of document design, formatting and publication standards.
- Experience coordinating meetings, conferences, workshops, forums or other events, including logistics, venues, hospitality, technology and participant communications.

- Strong interpersonal and relationship-management skills and demonstrated ability to work effectively and respectfully with individuals at all levels of an organization and with external partners.
- Ability to work effectively both independently and collaboratively, including in situations requiring initiative, flexibility and real-time problem solving.
- Commitment to the principles of equity, inclusion, respect and solidarity that underpin the work of a labour organization.
- Ability and willingness to occasionally work outside regular hours and/or travel as required for meetings, conventions, conferences and other organizational events.
- Ability to work from the BCFED office in Burnaby, and potentially to travel to events and meetings within BC.

Preferred Qualifications:

- Knowledge of HTML and CSS or experience using a content management system such as Drupal or WordPress.
- Experience supporting a board of directors, including preparing meeting materials and taking accurate minutes.
- Experience designing materials for social media and campaigns.
- Familiarity with CRMs and digital campaign platforms like MailChimp, Action Network, Nationbuilder or similar.

Hours, Duration and Location:

This is a temporary, full-time, term backfill position, working four (4) days per week. The position is available **immediately until December 31, 2026**. There is a possibility of extension.

This position is located at the BCFED office in Burnaby. Our offices are near a bus route that connects with the Millenium Line Skytrain.

The BCFED offices are open from 8:30 am to 5:00 pm, Monday to Friday. Some work may be required on evenings and weekends. Travel may also be required.

Salary and Benefits:

The salary and benefits for this position are outlined in the BCFED – MoveUP Collective Agreement. The weekly wage is \$1,488.90. An additional 15% will be provided in lieu of other benefits.

To apply:

Applications will be assessed as received since coverage is required immediately. Please forward a cover letter and CV to Human Resources at HR@bcfed.ca. Please note that interviews and skill testing will be conducted as soon as possible.

Preference will be given to candidates from equity seeking groups, including Indigenous persons, persons of colour, persons living with disabilities, and 2SLGBTQIA+ persons.