

Career Opportunity

Administrative Assistant – Community Safety & Development

BASIS: FULL TIME, TEMPORARY UNTIL DECEMBER 31, 2026 WITH POSSIBILITY OF EXTENSION
CLOSING DATE: JUNE 19, 2026 AT 9:00AM

Responsible for providing day-to-day administrative support to the Director of Community Safety & Development and to the Airport and Protective Services divisions, to ensure the effective and efficient operation of the department.

Key Responsibilities

Reporting to the Director of Community Safety & Development, this position provides administrative support to the Director, including calendar coordination, meeting and document preparation. The Administrative Assistant is responsible for coordinating administrative processes for the department, supporting management and staff with scheduling, documentation, and records management, and ensuring consistency with established procedures and processes.

Qualifications

The successful candidate will have a post-secondary diploma in Office Administration, Business Administration, or a related field. They will also have a minimum of 2 years of progressively responsible administrative experience, preferably in a public sector or unionized environment.

This position is a CUPE Local 2262 position with an attractive hourly rate of \$38.60 (2025 rate) plus 10% in lieu of benefits. Please visit our website at www.castlegar.ca for a full job description and information about our community.

This position is currently budgeted as term for the remainder of 2026, with the possibility of extension.

Qualified applicants are invited to submit their detailed resume via email by 9:00AM, on June 19, 2026 to hr@castlegar.ca with the subject line Administrative Assistant – Community Safety & Development Position.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

Applicants must be eligible to work in Canada.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Ponds, Sculpturewalk, and an ongoing refresh of Columbia Avenue, our main artery. The City of Castlegar is growing and we're looking for the perfect person to get in on the action.

Learn More

To view all available job positions or learn about applying for a City position, please visit castlegar.ca/careers

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca

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