



# Legislative Clerk Full-Time

Other  
Other

Friday February 20, 2026

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\$31 - \$40/ hour (\$66,000 - \$77,000)

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**Company:** KCFN

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**Website:** <https://kyuquotbc.ca/>

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**Industry:** Other

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**Remote/Camp Based Job:** No

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**How to apply:**

E-mail cover letter & resume to: Madelyn Mason, HR Advisor, at madelynm@kcfirstnations.com citing "LC" in the subject heading of your e-mail.

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**Expiry Date:**

Friday, March 06, 2026

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**Details:**

We are growing & need to add a Legislative Clerk (LC) to our team of professionals. The LC supports governance & legislative functions of KCFN. He or she provides impartial procedural, administrative, & records management support to the Legislature, Executive, Committees, & People's Assembly. Reporting directly to the Legislature, this role safeguards the integrity of legislative processes, ensures accurate and transparent records, & provides guidance on rules of order & governance procedures. The LC acts as a neutral & trusted resource, upholding accountability, transparency, & cultural respect across all governance activities. What's in it for you? We offer a competitive wage, opportunities to grow & develop, a fantastic health benefits program, an attractive pension plan, & plenty of time off for a healthy work-like balance! Sound interesting? If so, we'd love to hear from you! Please note: This role is based out of the Houpsitas/Kyuquot. The duties/tasks/responsibilities of the LC include (but are not limited to):

- Provide procedural & admin support to Legislature, Executive, Committees, People's Assembly meetings
- Advise Chairs & members on rules of order, legislative procedures, & interpretation
- Attend meetings, prepare agendas, record accurate minutes, & maintain official records
- Draft/process legislation, motions, resolutions, notices, enactments
- Administer oaths/certify legislation
- Maintain legislative registries, records, public access to approved laws/decisions
- Support Administrative Decisions Reviews & Access to Information requests
- Safeguard official government records, disclosures, KCFN government seal
- Prepare reports for public hearings & annual legislative reporting
- Perform other duties as assigned by Legislature

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### **Qualifications & Experience:**

- Diploma, degree, or certificate in legal/paralegal studies, public administration, or related field - preferred
- Minimum 3 yrs experience in legislative, legal, governance, or senior administrative support roles
- Knowledge of Indigenous self-governing systems, governance structures, & cultural protocols
- Strong understanding of legislative processes, rules of order, & formal decision-making environments
- Proven experience preparing agendas, minutes, & maintaining official records
- Excellent organizational, drafting, & attention-to-detail skills
- Strong written/verbal communications & interpersonal skills
- Proficiency with Office 365 & records management systems
- Ability & willingness to travel locally/regionally
- Valid driver's license, reliable vehicle, acceptable driver's abstract
- Able to provide an acceptable police information/security check
- Participate in any required training & compliance requirements

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