

LANGLEY COMMUNITY SERVICES – JOB POSTING SES – 2026-01
Internal & External Only

Job Title: Administrative Assistant 3 - Community Law
Department: Settlement and Employment Services (Community Law)
Start Date: February 2nd, 2026
Salary: Grid Level 10 – (\$25.95 - \$29.76) depending on qualifications and experience.
Hours: Part time position – 25 hours until March 31st, 2026

Job Summary:

As part of the team, Administrative Assistant 3 provides a variety of administrative and clerical support to the Director/ Manager of Settlement and Employment Services. Assists in providing appropriate intake forms and assists in form completion. Prepares correspondence, reports and other documents. Maintains records, files and related filing systems.

Key Duties and Responsibilities:

- ❖ Answers phone and /or in person inquiries and routes to appropriate staff members as required. Screens and prioritizes incoming correspondence and other materials for staff members.
- ❖ Track office or program expenditures by recording expenses and maintains a variety of financial records.
- ❖ Collects, researches, organizes and summarizes data from a variety of sources and produces reports such as program status.
- ❖ Provides data input support such as correspondence, meeting minutes, forms, client information, updating database and sending reports as required, such as thank you letters, client letters and internal memorandums.
- ❖ Maintains and updates general information and referral resources for the programs including ensuring supply of up-to-date handouts and resource material are available in the public information area.
- ❖ Input data into database.
- ❖ Performs general data entry functions such as collecting and drafting survey results and maintaining and updating database.
- ❖ Arranges meetings, schedules appointments, books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
- ❖ Assists clients and settlement staff when required.
- ❖ Perform other related duties as required.

Qualifications, Experiences and Abilities:

- ❖ Grade 12 plus completion of a program of up to one year in secretarial training, business or office administration.
- ❖ Minimum of 2 years recent related experience or an equivalent combination of both.
- ❖ Proven expertise in various word processing and office software programs, including Microsoft office.

Reporting relationships

- ❖ The Administrative Assistant 3 reports to the Director/ Manager of Community Law Services.

Required competencies: skills, abilities, training

- ❖ Ability to work within a multi-cultural and diverse work environment.
- ❖ Demonstrated ability to type 60 words / minute.
- ❖ Excellent organizational and time management skills.
- ❖ Understanding settlement and integration issues as they relate to client integration.
- ❖ Excellent oral and written English language skills.
- ❖ Excellent at using databases (CLIO) and Microsoft office software.
- ❖ Ability to understand, appreciate and interact with people from cultures other than their own.
- ❖ Able to work independently and as part of a team to provide quality services to program participants.
- ❖ Standard first Aid training certification.
- ❖ Flexibility to work in an often-changing environment.

Additional Information:

- ❖ This is a union position.
- ❖ This position is open to male and female applicants.
- ❖ This position may require working outside office hours.
- ❖ Criminal Record Check is required.

TO APPLY:

This position is open until filled. Please reply with Cover Letter and Resume by Feb 13th, 2026, quoting Posting Number SES – 2026-01 to:

Langley Community Services Society

Attention: Mary Tanielian Director of settlement and Employment Services

5339 – 207 St, Langley, BC V3A 2E6

Email: mtanielian@lcss.ca