

Internal/External Posting**LANGLEY COMMUNITY SERVICES – JOB POSTING SUS 2026-005**

Job Title: Administrative Assistant III
Department: Substance Use Services – Responsible Drivers Program
Period: October 15, 2026 – October 15, 2027
Salary: Hourly rate subject to Collective Agreement (CUPE): Grid Level 10 (Range \$27.53 - \$31.57) depending on the Qualification and Experience.
Hours: Temporary Part time - 21 hours per week (Monday, Wednesday and Friday).

Job Summary:

The Responsible Driver Program is British Columbia's mandated education program for individuals convicted of impaired driving. As part of the Responsible Driver team, the **Administrative Assistant III** provides a broad range of administrative and clerical support to the Manager of Substance Use Services and to Responsible Driver Program workshop facilitators.

Responsibilities include responding to telephone inquiries, preparing and distributing correspondence, and coordinating and scheduling appointments. The Administrative Assistant 3 position is a regular full-time role that reports to the Program Manager.

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, research, organizes, and summarizes data from a variety of sources and produces reports
- Provides data input support such as phone/email, correspondence, meeting minutes, forms, client information, and sending reports as required
- 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 (i.e. RoadSafetyBC portal)
- Performs general data entry functions such as collecting and drafting survey results and maintaining and updating database. (RSBC portal)
- Arrange meetings, schedules, appointments, books rooms for meetings.
- Assists RDP facilitators and RDP 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 of recent related experience or an equivalent combination of both
- Proven expertise in various word processing and office software programs, including Microsoft office.

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 of mental health and substance use issues
- Excellent oral and written English language skills.
- Excellent at using databases, Zoom and Microsoft office software (including Teams).
- 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.
- Flexibility to work in an often-changing environment.

Additional Information:

- This is a union position.
- This position is open to all qualified applicants.
- This position may require working outside office hours.
- Criminal Record Check is required.

TO APPLY:

Please reply by **October 7, 2026**, Cover Letter and Resume, quoting Posting Number **SUS 2026-005** to:

Langley Community Services Society

Attention: Laura Kendel

Program Manager

5339 – 207 St, Langley, BC V3A 2E6

Email: lkendel@lcss.ca

Please note that only people selected for an interview will be contacted