

Position Identification			
Position Title	Executive Assistant and Divisional Coordinator, Strategy, Planning and Public Affairs		
Position Replaces	N/A		
Position Level	Employee	Position Code	1170
Pay Band	Exempt Band 2	Date (last revised)	May-26
Supervisor Title	Vice President, Strategy, Planning and Public Affairs	Sup. Position Code	1005
Additional Requirement	CRC	N/A	
Exclusion Rationale	N/A	On-Site Requirements	2 days/ per week
Division	Strategy and Public Affairs		

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>The Strategy, Planning and Public Affairs (SP&PA) division leads corporate strategy and corporate planning and provides integrated service planning to guide how transit systems across the province evolve. It builds and maintains effective government and stakeholder relationships, advances revenue development to support growth and financial sustainability, and delivers communications, marketing, and brand stewardship that strengthen public trust and encourage ridership.</p>

Job Overview
<p>Reporting to the Vice President, Strategy, Planning and Public Affairs, the Executive Assistant and Divisional Coordinator provide high-level administrative and coordination support to the VP and the Strategy, Planning and Public Affairs Division. This role provides support to divisional committees and occasionally supports the Office of the President and CEO, other members of the Senior Leadership Team, and department managers. The Executive Assistant plays a pivotal role in ensuring the Executive's responsibilities are executed efficiently, enabling a focus on strategic priorities and high-impact initiatives.</p>

Key Accountabilities and Expectations	
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Executive and Divisional Support	<ul style="list-style-type: none"> • Provides confidential executive-level support including calendar management, meeting coordination, travel arrangements, and preparation of a variety of documentation and presentations • Responsible to lead and collaborate on a variety of initiatives undertaken by the Division • Assists the Executive in coordinating and communicating Divisional goals, objectives, strategies and work plans • Manages divisional administrative functions including meetings, travel arrangements, records management, purchasing supplies and materials etc. • Act as a liaison between the Executive and the organization to support effective communication and collaboration • Coordinates and supports division-wide initiatives, including department events and work environment activities • Provides backup support to the Office of the President and other Senior Leaders as needed
Administrative	<ul style="list-style-type: none"> • Manages day-to-day administrative operations for the Executive's office, including purchasing supplies, records management, meeting logistics, and handling inquiries from staff, government agencies, and the public • Coordinates the drafting and distribution of reports, board presentations, briefing notes, legal documents, agenda packages, and business cases • Supports onboarding of new employees to the division, acting as the primary point of contact for guidance on resources, processes, and organizational navigation • Continuously assesses and recommends improvements to administrative practices, policies and procedures
Finance and Budget Support	<ul style="list-style-type: none"> • Supports divisional budgeting processes, including cost budget development, reallocations, forecasting, cost estimates, and expenditure reporting • Coordinates financial activities such as purchase order requests, invoice processing, contract management, and reimbursement claims • Manages and reconciles purchasing via Purchase Card and maintains accurate records of expenditures • Provides guidance to budget owners on financial procedures and supports ongoing monitoring of fiscal priorities and spending

Communication and Engagement	<ul style="list-style-type: none"> • Leads and supports divisional communication in collaboration with Communications and other divisions, ensuring messaging aligns with organizational goals • Develops and implements executive communication and engagement plans to enhance visible leadership and support a positive divisional culture
Records and Information Management	<ul style="list-style-type: none"> • Compiles, processes, and maintains divisional records in accordance with Administrative and Operational Records Classification Systems (ARCS/ORCS) • Ensures timely and accurate documentation of meeting minutes, action items, and other records to support decision-making and accountability
Regional Commission Administration	<ul style="list-style-type: none"> • Leads administrative functions associated with supporting the Victoria Regional Transit Commission, including meeting logistics, minutes, and materials review • Assists with administration on behalf of Commission members, including monitoring and managing email correspondence and financial reconciliation of expenses. May develop materials, such as information notes and presentations to support the VP and other staff presenting to elected officials
SPPA Division-specific	<ul style="list-style-type: none"> • Supports the planning and implementation of the annual BC Transit Partnership Engagement Workshop • Supports updates to content to the BC Transit employee extranet site, the HUB
Additional Duties	<ul style="list-style-type: none"> • Liaises with the Executive Advisor and Corporate Secretary to the President and CEO, discussing and receiving guidance regarding administrative policies and procedures, and assisting with implementation of new policies/procedures • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies	
Education	<ul style="list-style-type: none"> • Post secondary diploma in office or business administration or a related field
Experience	<ul style="list-style-type: none"> • Five (5) years related experience as an Executive Assistant supporting and reporting to a senior executive • Preference may be given to candidates who have experience working with boards of directors, regional boards and commissions or with elected officials, and who have a strong technical acumen in SharePoint and other collaboration tools • An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none"> • Exceptional planning and coordination skills to manage calendars, schedules, meetings, appointments, committees, travel arrangements and related documentation • Strong verbal and written communication skills, with excellent editing and proofreading abilities • High attention to accuracy and detail across responsibilities • Proficient in Microsoft Office Suite; able to manage diverse administrative and operational tasks under time constraints while maintaining professionalism • Strong organizational skills with the ability to follow instructions from multiple sources and effectively prioritize tasks • Well developed research and analytical skills to gather, interpret, and assess factual information • Knowledgeable and application of records management practice, including ARCS and ORCS systems • Practice problem-solving skills and sound judgment to address challenges and recommend effective solutions • Resourcefulness and adaptable in handling a variety of situations with professionalism and discretion • Effective decision-making skills to manage shifting priorities, resolve conflicts and ensure deadlines are met