

Constituency Assistant – Constituency Office

Office of MLA A'a:liya Warbus | Chilliwack–Cultus Lake

The Constituency Office of A'a:liya Warbus is seeking a full-time **Constituency Assistant** to support the day-to-day operations of our busy office.

This position is ideal for someone who is organized, people-focused, adaptable, and comfortable working in a fast-paced public service environment. The office supports constituents with navigating provincial government programs and services while helping strengthen connections throughout the community.

Position Details

- Full-time: **40 hours per week In Person**
- Location: Chilliwack Constituency Office
- Salary Range: \$60,000 – \$65,000 annually, based on experience and qualifications
- Some flexibility may be required for occasional evening or community events on a case-by-case basis
- Non-partisan political environment

Key Responsibilities

- Maintain accurate records and assist with casework intake
- Greet and assist constituents in person, by phone, and by email
- Provide administrative and office support
- Help manage scheduling, correspondence, and office organization
- Support community events and outreach activities
- Detailed note taking and weekly briefing to MLA on emerging issues in the riding
- Communicate professionally with ministries, agencies, and community organizations
- Assist with social media, digital communications, and basic document preparation as needed
- Work closely with Legislative Staff on developing issues
- Bi-partisan political ability

Qualifications

The successful candidate will demonstrate:

- Strong interpersonal and communication skills
- Excellent organizational and time management abilities
- Strong computer and administrative skills

- Knowledge of provincial politics, government ministries, federal policies, government programs, and processes
- Ability to handle sensitive and confidential information professionally
- Experience working with the public in a service-oriented role
- Ability to work independently while also being part of a team
- Familiarity with Microsoft Office, email systems, and digital organization tools
- Social media experience is considered necessary but lack of experience in the field does not disqualify applicants

Assets Considered an Advantage

- Preference given to applicants with an Undergraduate degree in relevant field (Political science, communication, sociology, public administration, etc) or relevant work experience
- Experience in government, political, non-profit, or community-based work
- Understanding of local issues affecting Chilliwack–Cultus Lake residents
- Experience with case management or CRM systems

To Apply

Please submit:

- Resume
- Brief cover letter outlining your interest and relevant experience
- Optional: Documents that demonstrate position ability (research paper, briefing notes, Action plans, case work, Media Portfolio etc.)

Applications can be sent to:
Aaliya.Warbus.MLA@leg.bc.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.