



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

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## Municipal Clerk

<b>Job ID</b>	<b>DA-CC-35-75-E0-C8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=DA-CC-35-75-E0-C8">https://careers.indigenous.link/viewjob?jobname=DA-CC-35-75-E0-C8</a>	
<b>Company</b>	Ministry Of Municipal Affairs	
<b>Location</b>	Vancouver, British Columbia	
<b>Date Posted</b>	From: 2022-01-20	To: 2022-02-09
<b>Job</b>	Type: Fixed-term	Category: Office
<b>Job Salary</b>	\$46,182.50 - \$52,157.99 annually	
<b>Languages</b>	English	

### Description

Ministry of Municipal Affairs  
Vancouver

There is currently one temporary opportunity available until October 6, 2023.

This position is located at the University Endowment Lands (near Vancouver) and remote work is not an option (this is a front-counter position with Covid protocols in place).

#### Municipal Clerk

The University Endowment Lands (UEL) is an unincorporated area located between the City of Vancouver and the University of British Columbia, with a population of approximately 3,000 residents. The UEL administration office functions in a manner similar to a municipal office within a city or any other incorporated area within the province and provides a similar range of services. The Municipal Clerk develops, implements, manages, and evaluates the provision of a broad range of corporate and administrative services for the University Endowment Lands (UEL) to ensure efficient coordinated and effective operational functioning of the organization and its programs. This role also assists the UEL Manager in communications with the Community Advisory Council and the Advisory Design Panel (ADP) and provides administrative support for ADP meetings and the ADP process under tight deadlines. The Municipal Clerk acts as a front counter representative and reception, including answering enquiries in person on the telephone and by email. As well, the Municipal Clerk books meetings for UEL staff persons, submits work orders and processes various 'over the counter' permits and licenses including but not limited to parking permits and dog licenses. Qualifications for this role include:

- Grade 12 education and Diploma in Local Government Management, or equivalent.
- 5 years office/corporate administration experience including:
  - o Experience managing processes and procedures, agenda-setting, and reporting on proceedings of local elected councils/committees, Boards of Directors.
  - o Experience in advising elected representatives on meeting procedures (e.g. Roberts Rules of Order).
  - o Experience working with and advising local elected council/committees of council, boards of

directors on practices and procedures.

- o Confidential corporate administration experience.

- o Customer service experience in a public service setting, including telephone and in person.

- o Demonstrated experience in accounts payable.

### **How to Apply**

Click "Apply Now" For more information, and to apply online by February 9, 2022