



JOB POSTING

CORPORATE OFFICER

We are seeking an experienced and detail-oriented professional to serve as UBCM's Corporate Officer. The successful candidate has a strong background in local government corporate administration, with knowledge of the *Local Government Act*, *Community Charter* and *FOIPPA*. This position requires excellent written and verbal communication skills to support UBCM's governance and organizational functions. The successful candidate thrives in a fast-paced environment and can manage multiple priorities and consistently produce results within timelines. The successful candidate must be eligible to work in Canada and be willing and able to travel within the province as required.

LOCATION

Richmond, BC

EMPLOYMENT TYPE

Full-time (35-hour work week)

SALARY

\$84,392 - \$105,416 (2025 rates)

ABOUT US

At UBCM, our goal is to provide a common voice for local government. Our member driven organization has been operating since 1905. Our vision has been to effectively represent and serve all members by being the recognized advocate for their common interests. We achieve this through policy work, program management and member services.

Our annual convention continues to be the main forum for UBCM policy making. It provides an opportunity for communities of all sizes and from all areas of the province to come together, share their experience and take a united position.

With two offices in Richmond and Victoria, UBCM has a team of dedicated staff who are focused on representing and serving all local governments in BC. Our staff take pride in all that they do! If you are looking for a fast-paced work environment with a diverse portfolio, we welcome you to apply today to join our team!



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WHAT WE OFFER:

- Competitive salary with annual progression within the pay grid
- Comprehensive group benefits including extended health and dental, group life insurance and accidental death and dismemberment coverage, LTD, employee and family assistance program and paid sick leave.
- Participation in the Municipal Pension Plan
- Starting at 15 paid vacation days, plus paid sick leave and holidays
- Professional development

HOW TO APPLY:

Please submit your cover letter and resume online through our application portal. We are interested in hearing about your experience, what you hope to contribute, and what draws you to working with UBCM.

Job Description

Job Title:	Corporate Officer	Position Number:	
Location:	Richmond, BC	Job Category:	
Group:		Compensation:	\$84,392 - \$105,416 (2025 rates)
Nature of Work:	Full-time	Travel:	Occasional
Supervisor's title:	General Manager, Policy and Advocacy		
Purpose:			
The Corporate Officer is responsible for supporting UBCM's governance and organizational functions. This role involves the management of corporate records and documentation, coordination of UBCM Executive, and organizational compliance in a dynamic policy-focused environment.			
Accountabilities:			
<ol style="list-style-type: none"> 1. Provides coordination to the UBCM Executive: <ol style="list-style-type: none"> a. Coordination and distribution of agenda for Executive meetings b. Manage the coordination of Executive meetings minutes ensuring proper documentation of decision and action items, and distribute appropriately c. Responsible for coordinating follow up actions from Executive meetings d. Responsible for ensuring all UBCM Executive meetings are conducted in accordance with relevant legislation, bylaws and procedures e. Manages the executive nominations and election process annually 2. Oversees governance of UBCM, ensuring appropriate procedures are in place to support the organization, including: <ol style="list-style-type: none"> a. Maintains up-to-date knowledge of applicable legislation and ensures organizational policies and practices remain in compliance b. Provides advice when necessary regarding the Community Charter, Local Government Act and other applicable legislation c. Responsible for any revisions to the UBCM bylaw, <i>UBCM Act</i>, Executive Policies and UBCM's conference rules and procedures d. Coordinate governance-related components of the UBCM Convention, including the Annual General Meeting, executive committee appointments, and procedural rules 3. Manages the organizations records and information systems in accordance with retention and privacy standards, including but not limited to: <ol style="list-style-type: none"> a. Develop and maintain record retention schedules, ensuring proper documentation is kept b. Coordinates with departments to ensure key decisions, processes and institutional knowledge is documented within the organization c. Responsible for any access to information and privacy compliance under the <i>Freedom of Information and Protection of Privacy Act (FOIPPA)</i> for UBCM. This includes responding to and drafting correspondence while ensuring timely and coordinated reponses where appropriate and applicable. 4. Manage the coordination of UBCM's Annual Report, including but not limited to: <ol style="list-style-type: none"> a. Development of work plan b. Coordination of staff contributions by implementing timeline, and following up on deadlines 5. Provides support and assistance on special projects as assigned by SLT. 			

6. Participate in periodic (e.g. annual) member visits in locations throughout the province.
7. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
8. Performs other related duties.

Job Requirements:

Education and Experience

- Degree in business, political science, local government administration or public administration is required.
- Must have minimum of 5 years working in a local government corporate administration setting.
- Must be eligible to work in Canada
- Must be able to obtain and maintain security clearance as a condition of employment
- Must be willing and able to travel (usually within the province) as required

Knowledge of:

- Strong working knowledge of the *Local Government Act, Community Charter, and FOIPPA*.
- Public policy and the role of each level of government
- UBCM's mandate and priorities
- Member based communications processes
- Project management
- Business English

Skills and Abilities:

- Excellent written and verbal communication skills with tact and diplomacy, presentation skills and attention to detail when communicating
- Able to manage multiple priorities and consistently produce results within timelines
- Able to lead communications initiatives and conduct issues management
- Analytical, problem solving and judgement skills; conflict management skills
- Able to develop and maintain positive working relationships with stakeholders
- Able to use standard office software

Approvals:

Approved by:		Date:	
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