



Contract Opportunity: Administrative Assistant

Cowichan Watershed Society (CWS)

5-10 hours per week | Flexible schedule | \$25–30/hour

About Us

The Cowichan Watershed Society (CWS) supports the Cowichan Watershed Board's vision of whole-of-watershed health, Indigenous co-governance, and collaborative community leadership. Our work is grounded in relationships, cultural safety, and respect for the leadership of Quw'utsun Mustimuhw and other Indigenous peoples connected to the watershed.

The Role

We are seeking a detail-oriented **Administrative Assistant** to assist with the smooth functioning of CWS operations. This role ensures that Board and organizational processes run efficiently, meetings are well supported, and staff have the resources they need to focus on watershed priorities.

This is a part-time role, approximately **5-10 hours per week**, with flexibility to align with meeting and reporting schedules.

Responsibilities

- Standardize meeting agendas and take notes/minutes for Board and committee meetings
- Assist with booking venues and event preparation tasks
- Maintain filing systems (digital and paper)
- Monitor and maintain office supplies and equipment
- Provide administrative support for invoicing and preparing monthly financials for the Executive Director
- Support other organizational tasks as needed

Qualifications & Experience

We value lived experience, cultural knowledge, and community service as much as formal training. We encourage applicants from diverse backgrounds to apply.

- Excellent interpersonal skills, working within a highly dedicated Board and staff team.
- Strong organizational and time-management skills.
- Attention to accuracy, promptness, and capturing priorities in written records (agendas, minutes, filing).
- Dependability with office administration tasks such as booking venues, managing supplies, and record-keeping.
- Comfort with using digital tools (word processing, spreadsheets, email).
- Ability to handle confidential information with care and integrity.
- Understanding of cultural safety and relationship-based work.

CWS recruitment is guided by our co-governance framework, as captured in the Cowichan Watershed Board [Governance Manual](#). In alignment with Section 42 of the BC Human Rights Code, preference may be given to qualified Indigenous applicants, with special consideration for Quw'utsun Mustimuhw and those with lived experience and knowledge rooted in the Cowichan watershed.

Terms

- Approximately **5-10 hours per week**, with some flexibility.
- Compensation: **\$25–\$30/hour** depending on experience.
- The contract is 1 year, with a 3-month probation, and the possibility of renewal.

How to Apply

Please submit a resume and a short statement describing your interest in this role and relevant experience to **admin@cowichanwatershedboard.ca** by **Monday, September 22nd**.