



Gabriola Volunteer Fire Department

Job Posting: Corporate Officer / Administrative Secretary

Location: 730 Church St, Gabriola, BC

Position Type: Full-time (40 hours/week)

Salary: \$63,100 annually + RRSP contributions, medical and dental benefits

About Us

The **Gabriola Volunteer Fire Department (GVFD)** operates under the **Gabriola Fire Protection Improvement District (GFPID)**, a government-administered non-profit organization dedicated to fire prevention, emergency response, and public safety on Gabriola Island. We are committed to transparency, accountability, and community service.

Position Overview

We are seeking a highly organized and detail-oriented **Corporate Officer / Administrative Secretary** to support the Board of Trustees and the Fire Chief. This key leadership position is responsible for overseeing governance processes, financial administration, and operational support for both GFPID and GVFD.

Key Responsibilities

Governance & Administrative Support

- Serve as Corporate Officer to the Board of Trustees, supporting all aspects of board governance
- Prepare agendas, transcribe meeting minutes, and manage resolutions and documentation
- Maintain all official records, bylaws, and policies of the GFPID in compliance with applicable legislation
- Lead and coordinate the annual Trustee election process
- Manage all incoming and outgoing correspondence
- Update and maintain content for the GFPID and GVFD sections of the website
- Act as the primary contact for FOIPPA requests (training provided)

Financial Management

- Work with the District's Accountant to maintain accurate financial records and bookkeeping



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- Prepare quarterly and annual financial statements
- Monitor financial transactions and ensure timely payment of invoices
- Assist in preparing materials for the Annual General Meeting
- Support budget planning and oversight of financial compliance
- Coordinate financial reporting and assist with external audits

Operational & Office Administration (GVFD)

- Provide front-line administrative support, including phone, email, filing, and public inquiries
- Maintain up-to-date databases for training, callouts, statistics, and membership
- Manage and process payroll for GVFD staff
- Order office and operational supplies as needed
- Ensure confidentiality and professionalism in all interactions

Qualifications

- Experience in accounting or bookkeeping (QuickBooks or similar software an asset)
- Administrative experience, preferably in a local government or non-profit setting
- Familiarity with BC local government legislation, FOIPPA, and administrative best practices
- Excellent organizational, written, and interpersonal communication skills
- High degree of discretion and ability to manage sensitive information
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and general IT literacy
- Ability to work independently and collaboratively with staff, trustees, and the public

To Apply

Please submit your resume and a brief cover letter outlining your interest and relevant experience to: **info@gabriolafire.ca**

The Gabriola Volunteer Fire Department values diversity, equity, and inclusion, and encourages applications from individuals of all backgrounds. Join our team and make a meaningful impact in the safety and resilience of our community.