



Employment Opportunity

WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of Syilx values and culture.



Legislative Administrator – Full Time

Who We Are

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

About this Opportunity

Reporting to the General Legal Counsel, the Legislative Administrator supports legislative and governance processes, coordinates legal documentation and communications, and manages access to information requests and privacy compliance. The role ensures timely processing of legal and legislative matters, administers relevant policies and procedures, supports complaints and investigations, and provides guidance and training on privacy and information access requirements.

Want to know more? You will..

- Assist the General Counsel in drafting and amending legislation and other legal documents
- Support the Policy Development Coordinator in the research, development, and implementation of governance instruments and policies
- Conduct research on legislative, policy and governance issues, providing summaries and recommendations
- Coordinate and administer legal files, including maintaining document logs, tracking deadlines, and organizing case-related materials
- As directed by the General Legal Counsel, act as an administrative liaison between external legal representatives and internal interest holders, ensuring timely communication and information-sharing
- Assist General Legal Counsel in their role as Chief Privacy Officer by responding to freedom of information requests

Must Haves:

- Certificate or diploma in Local Government Administration, Public Administration, Law, Information Management, or a related field

Community. Leadership. Pride.

- Minimum of two (2) years of administrative experience, preferably within a First Nation government, local government, or public-sector environment
- Minimum of two (2) years of related experience supporting legislative, policy, privacy and data management, or legal service functions, including drafting support, document coordination, legal file management, and stakeholder communication
- Demonstrated interest in governance, legislation, policy development, and/or information privacy

Perks of Working at WFN:

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Municipal Pension Plan membership
- Employee Recognition Program

The median salary for this position is \$64,753.

Application Details:

To review the full job description and to learn more about Westbank First Nation please visit our website at <https://www.wfn.ca>.

All applications must be submitted through our [Employment Opportunities](#) page. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

This opportunity will close at midnight on Sunday, October 11, 2026