



## Projects Coordinator I Community Services (Regular, Full-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km<sup>2</sup> and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

Reporting to the Manager of Community Services, the Projects Coordinator I position will work to provide project coordination for a variety of programs, projects and initiatives in support of the rural communities and the organization's strategic priorities.

### QUALIFICATIONS:

- Two-year diploma in project management, public administration or a related field.
- A minimum of 5 years of experience in a related position.
- Knowledge of government legislation and regulations such as the Local Government Act.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Excellent organizational, written and verbal communication skills.
- Strong organizational and planning skills.
- Ability to establish and maintain effective working relationships with the Board, Committees, and a variety of internal and external stakeholders.
- Ability to prepare and deliver oral presentations and communicate effectively with various stakeholders.
- Ability to conduct qualitative and quantitative research and perform cost-benefit analysis.
- Ability to prepare consultant contracts and requests for proposal/quotes.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Ability to work flexible work hours, including evenings and weekends.
- Valid B.C. Driver's Licence.

This regular, full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$36.67, Paygrade 7, plus an attractive benefits and pension package.

Qualified individuals are invited to submit their applications in PDF format quoting **Competition No. 21-18E** by **4:00 pm, Friday, April 9<sup>th</sup>, 2021**, to:

Human Resources Department  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax: (250) 492-0063  
Email: [hr@rdos.bc.ca](mailto:hr@rdos.bc.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.  
This position is only open to those legally entitled to work in Canada.*

