



Competition No. 23-31E

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 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, pristine lakes and outdoor recreational opportunities.

The Regional District of Okanagan-Similkameen is currently recruiting for a Projects Coordinator I to join the Community Services team.

The Projects Coordinator I position is responsible for providing 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 \$38.16, Paygrade 7, plus an attractive fringe benefits package.

Qualified individuals are invited to submit their application in PDF format quoting **Competition No. 23-31E** by **4:00 pm, Sunday, June 18, 2023** to:

Human Resources Department
Email: 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.