



## Projects Coordinator II (Community Services)

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.

The Regional District of Okanagan-Similkameen is currently recruiting for a regular full-time Projects Coordinator II.

Reporting to the Community Services Manager, the regular full-time Projects Coordinator II position will be responsible for performing technical and social, economic, physical and environmental aspects of projects and initiatives in support of the rural communities and the organization's strategic priorities.

### QUALIFICATIONS

- 2 year diploma in project management, planning, landscape architecture, environmental science or related discipline; or equivalent combination of education and experience.
- A minimum of 2 years' experience in a related position.
- Knowledge of legislation and regulations such as the Local Government Act, rules, regulations and bylaws applicable to a regional district environment would be considered an asset.
- Ability to establish and maintain effective working relationships with Committees and a variety of internal and external stakeholders.
- Excellent organizational, written and verbal communication skills.
- Ability to plan, implement and evaluate programs and projects.
- Ability to prepare consultant contracts and requests for proposal/quotes.
- Strong organizational and planning skills.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to handle confidential and sensitive matters with discretion and integrity.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel). Experience with mapping software and AutoCad would be considered an asset.
- Ability to work flexible hours, including evenings and weekends.
- Valid BC Driver's License.

This regular, full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$32.02, Paygrade 6, and includes an attractive fringe benefits package.

Qualified individuals are invited to submit their applications quoting **Competition No. 17-34E-R** by Sunday, October 29, 2017 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)