



District of Peachland Job Posting Special Projects Coordinator

The District of Peachland, a vibrant and growing community of approximately 5,400 located on the shores of Okanagan Lake between Kelowna and Penticton, is currently recruiting for a permanent full-time Special Projects Coordinator.

Reporting to the Director of Planning & Development Services, the Special Projects Coordinator is responsible for:

- Providing technical services such as consultation, design, project management, procurement, implementation and inspection of District projects;
- Coordinate the District's commitments to climate change initiatives, including the Federation of Canadian Municipalities Partners for Climate Protection Program, the Community Energy and Emissions Plan, and the Climate Action Revenue Incentive Program (CARIP);
- Manage the District's economic development initiatives and activities.

Key Job Duties:

- Project procurement including development, management and analysis of Requests for Proposal, contract documents and specifications.
- Review, update and coordinate the District's Corporate and Community Climate Action Plans and economic development activities.
- Plan and prepare proposed capital and operating projects.
- Act as a staff liaison member on Council Committees related to the position.
- Research and review climate-related policies and activities in other communities.
- Prepare applications and updates for grants related to departmental projects.
- Support local and regional emergency management initiatives.

Training and Experience:

- Completion of a post-secondary degree in environmental science, natural resource science or a 2-year diploma in Civil Engineering Technology with an applicable focus (or related diploma).
- Specialized education related to economic development.
- 2 years of experience in program delivery related to climate change and sustainability.
- 2 years of experience working with economic development activities.
- 2 years of project management experience.
- Experience with Provincial and Federal permitting processes.

This is a CUPE Local 608 Position with a comprehensive benefits package and pay rate of \$36.21 per hour.

Please submit resume quoting "Special Projects Coordinator" with cover letter by 4 pm, April 27, 2021 to:

Polly Palmer
District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
e-mail: careers@peachland.ca

We thank applicants for their interest in this position; however only those applicants selected for an interview will be contacted.