



EMPLOYMENT OPPORTUNITY

Canada Summer Jobs Initiative

Temporary /External -- Competition No.: 2021-065



www.rdn.bc.ca



rdncareers@rdn.bc.ca

QUALIFICATIONS

- Good written communication.
- Ability to analyze and interpret information.
- Competent with Microsoft Office
- Between the ages of 15 and 30.
- Canadian citizen, permanent resident or person on whom refugee protection has been conferred.
- Legally entitled to work according to provincial legislation and regulations.

APPLICATION DETAILS

Please quote competition 2021-065 and submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to the position and submit **via the [LINK](#)**

Applications will be accepted until 4:00 pm, on July 2, 2021.

ORGANIZATIONAL PROFILE

The Regional District of Nanaimo (RDN) is one of 28 regional districts in the Province of British Columbia. It strives to ensure all provincial residents have an effective form of local government, while also representing municipal residents on regional issues.

THE ROLE

Canada Summer Jobs is a federal initiative to help young people between the ages of 15 and 30, particularly those facing barriers to employment, to get the information and gain the skills, work experience and abilities they need to transition successfully into the labour market. RDN is seeking to fill a position under the program as follows:

Corporate Services Project Assistant

The Corporate Services Project Assistant assists with various projects and initiatives across Corporate Services. Duties for this position may include policy review, best practices research, developing surveys and forms, communicating and coordinating with Corporate Service departments, and drafting correspondence as requested.

The role will be paid at a rate of \$17.00 per hour starting July 5, 2021 and continuing until August 30, 2021.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted