

EMPLOYMENT OPPORTUNITY

Special Projects Assistant, DWWP

Temporary Full-Time | External
Water Services

Competition No.: 2025-1035



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Strong interpersonal, communication, conflict resolution and leadership skills.
- Effective written and verbal communication.
- Keyboarding, word processing and a general knowledge of computer applications.
- Ability to work independently and to meet deadlines.

APPLICATION DETAILS

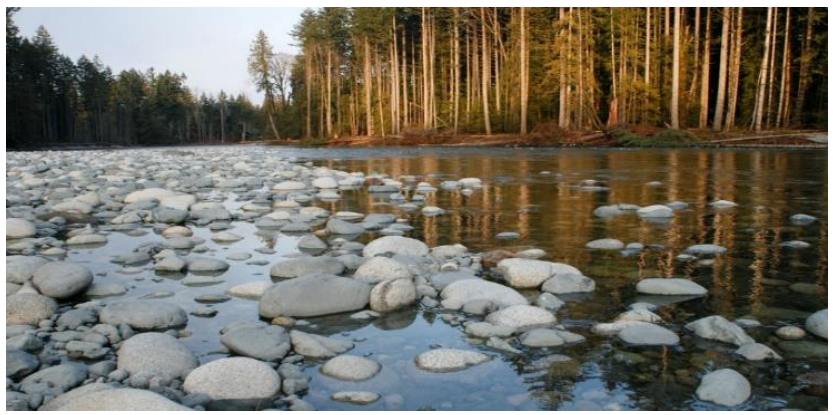
To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1035 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 17, 2025.**

Date posted: March 3, 2025.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

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



ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Special Projects Assistant, Drinking Water Watershed Protection (DWWP), working with Water Services, in the Regional and Community Utilities Department. The position will be based out of the RDN Admin building, with travel to sites within the RDN as part of the scope of work.

The Drinking Water and Watershed Protection (DWWP) program is a regional service tasked with helping to protect the region's water resources. Through the DWWP program, the RDN is working to learn more about water in the region, using this information to make better land use decisions, and helping communities protect the environment.

The Special Projects Assistant, DWWP, assists with planning, organizing, implementing and evaluating various projects and initiatives within the DWWP program. Duties may include assisting in conducting research, preparing written reports, collection and data entry of information for specific projects, preparing various departmental planning documents, and other analysis and administration as required. Responsibilities also include representing the RDN at public education and outreach events and programs.

QUALIFICATIONS

Qualifications for this position include two (2) years in an undergraduate or college program in business administration or related local government program, or an equivalent combination of training and experience. Education in natural sciences or community planning would be an asset.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position starting as soon as possible for five (5) months, with the possibility of ending early or of extension depending on the operational needs of the department. The salary range is \$29.60 - \$31.16, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package, depending on employment status.

Special Projects Assistant

Water Services

Pay Band 3

Job Summary

The Special Projects Assistant contributes to the effective operation of the Service Area by assisting Team members with a variety of administrative and research project tasks. This position supports the Service Area by assisting team members in their duties, as required, to meet service expectations, departmental goals and objectives.

Primary Duties and Responsibilities

- Assists the department staff with planning, organizing, implementing, and evaluating a wide range of special projects within the Regional District of Nanaimo.
 - Assists in conducting research and in preparing written reports on special projects.
 - Assists in the collection of information for specific projects and inputs information into databases, as required.
 - Assists in the preparation and maintenance of various departmental planning documents.
 - Assists in the evaluation of collected data and assists in analyzing information and providing recommendations.
 - Assists with a variety of administrative tasks as required.
 - Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
 - Performs other related duties, as required.
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Job Qualifications

Education/Experience

- Two years in an undergraduate or college program in business administration or related local government program or an equivalent combination of training and experience.

Skills/Abilities

- Possession of a valid Class 5 BC Driver's Licence.
 - Strong interpersonal, communication, conflict resolution and leadership skills.
 - Effective written and verbal communication.
 - Keyboarding, word processing and a general knowledge of computer applications.
 - Ability to work independently and to meet deadlines.
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Reporting Relationship

Reports to: Drinking Water Watershed Protection Coordinator