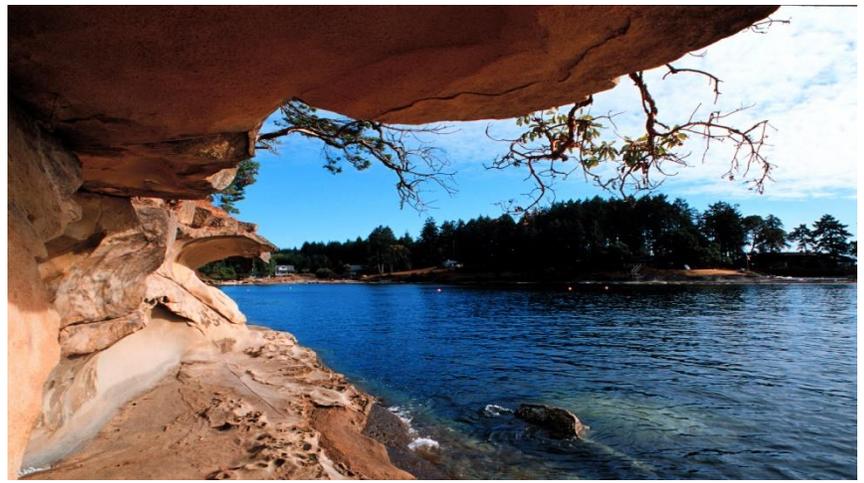


EMPLOYMENT OPPORTUNITY

Special Projects Assistant

Temporary Full-Time | External
Solid Waste Services
Competition No.: 2025-1041



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Effective written and verbal communication.
- Experience with data entry and data management through spreadsheet applications.
- Keyboarding, word processing, and a general knowledge of computer applications.

APPLICATION DETAILS

To apply for this position, email your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1041 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 27, 2025.**

Date Posted: March 13, 2025

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 with Solid Waste Services, based at the Regional Landfill in Cedar.

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

QUALIFICATIONS

Qualifications for the position include two years of experience in an undergraduate or college program in business administration, or a related local government program, or an equivalent combination of training and experience. Experience with data management including data entry through spreadsheet applications is strongly preferred.

POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, for 3 months, with the possibility of ending early or extension based on the operational needs of the department. The (2024) rate of pay is \$29.60 to \$31.16, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

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

Special Projects Assistant
Solid Waste 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: Superintendent, Environmental & Engineering Services