

## EMPLOYMENT OPPORTUNITY

### Special Projects Coordinator

Temporary Full-Time | External  
Legislative Services  
Competition No.: 2025-1098



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

#### SKILLS & ABILITIES

- Excellent interpersonal, written and verbal communication skills with an ability to maintain positive internal and external working relationships.
- Demonstrates ability to plan, organize, develop and implement projects, plans and programs in a systematic and timely manner.
- Working knowledge of word processing and spreadsheet computer applications.

#### APPLICATION DETAILS

To apply for this position, email your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1098 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:  
4:00 pm, on July 16, 2025.**

*Date Posted: July 2, 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 Coordinator with Legislative Services.

The Special Projects Coordinator contributes to the effective operation of Legislative Services by assisting in the development of comprehensive plans for the Department. This position performs a wide range of professional administrative duties under tight deadlines, requiring a high level of accuracy, confidentiality, and discretion. The ideal candidate is technically proficient, is comfortable working with elected officials and other meeting participants, is detail and process-oriented, and enjoys a fast-pace in a procedural and technical environment.

#### QUALIFICATIONS

Qualifications for this position include a degree in a field related to the service area, plus one (1) to three (3) years prior job-related experience in a local government setting, or an equivalent combination of training and experience.

Excellent written and verbal communication skills are required, along with the ability to plan, organize, develop and implement projects, plans and programs.

#### POSITION DETAILS

This is a temporary full-time (35 hours per week) Union position, for six (6) months, with the possibility of ending early or extension depending on the operational needs of the department. The (2024) rate of pay is \$38.17 to \$40.18, 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.*

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**Special Projects Coordinator****Legislative Services**

Pay Band 11

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**Job Summary**

The Special Projects Coordinator contributes to the effective operation of the Service Area by assisting in the development of comprehensive plans for the Regional District and/or Service Area. This position supports the Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

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**Primary Duties and Responsibilities**

- Assists in the development and administration of plans.
- Provides support to the public and committees associated with each plan by preparing agendas, minutes and reports, as required.
- Assists in the preparation of terms of reference, proposal requests, tenders, and contract documents for various plans and on matters related to programs and projects, as required.
- Supervises, monitors, and directs consultants and contractors as required.
- Prepares and gives presentations to community groups, schools and business associations if required.
- Responds to public inquiries.
- Provides support to the delivery of programs, as required.
- Prepares reports for Committee meetings as defined by Supervisor.
- Attends Board and Committee meetings to respond to questions and provide information, as required.
- Establishes and maintains effective working relationships with appropriate Federal and Provincial Ministries, private industry and other regional districts or municipalities, 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**

- Degree in environmental studies, geography, environmental planning or field related to the service area.
- 1 - 3 years prior job-related experience in a local government setting or an equivalent combination of training and experience.
- Prior experience with the management of complex projects, budgeting, staff, and consultants an asset.

**Skills/Abilities**

- Excellent interpersonal, written and verbal communication skills with an ability to maintain positive internal and external working relationships.
- Demonstrated ability to plan, organize, develop and implement projects, plans and programs in a systematic and timely manner.
- Working knowledge of word processing and spreadsheet computer applications is preferred.

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**Reporting Relationship**

Reports to: Assistant, Manager, Legislative Services