



Regional District of Bulkley-Nechako Environmental Services Office Summer Position

The Regional District of Bulkley-Nechako is hiring for an office summer position in the Environmental Services Department. This is a 35 hour per week position that begins on May 8, 2023, and ends on August 25, 2023. Start and end dates are negotiable. The wage for this position will be \$22.57 per hour.

The successful candidate is an energetic, motivated, team player who has an interest in solid waste management and sustainable initiatives.

Responsibilities and Duties:

Reporting to the Director of Environmental Services, the employee will assist with environmental services operations, recycling programs, and clerical projects. Duties will include:

- Assist with new initiatives (collect and compile data, promote programs etc.)
- Assist supervisors and field staff on other special projects
- Assist with social media posts
- Digitizing and archiving historical files
- Other related duties as required

Skills and Qualifications:

- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks
- Ability to communicate effectively both verbally and in writing with staff and the public
- Excellent computer skills, including proficiencies in internet research, social media, and Microsoft Office applications such as Word and Excel
- Creative writing, reporting and/or blogging experience
- A self-starter with the ability to work individually and as part of a team
- Valid BC driver's license and ability to independently travel within the region as required

Resumes will be accepted until 4:30 pm, Friday, April 7, 2023, and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Environmental Services Office Summer Position

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0