



## REGIONAL DISTRICT OF BULKLEY-NECHAKO Protective Services Administrative Summer Student

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**Job Title:** Administrative Summer Student  
**Department:** Protective Services  
**Reports to:** Protective Services Management Team

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### **SUMMARY:**

The Administrative Summer Student is responsible for a wide range of activities in support of the Regional District of Bulkley-Nechako's Emergency Preparedness Program, 9-1-1 Services and Fire Protection. The position provides clerical, records management, research, report preparation, and other support to the Protective Services Management Team as required.

### **SKILLS AND ATTRIBUTES**

The Administrative Summer Student will possess the following skills and qualities:

- extensive Microsoft Office knowledge;
- diligent time management and prioritizing skills;
- superb problem-solving skills;
- self-motivated work ethic;
- cooperative team player;
- strong communicator;
- willing learner; and
- enthusiastic personality.

### **PROJECTS**

- Research and develop virtual Emergency Operations Centre involving:
  - working in Microsoft Teams; and
  - researching product capabilities based on EOC function and EOC requirements.
- Develop training tools and quick reference guide for EOC Interactive White Boards for EOC staff.
- Create Interactive White Board Information templates.
- Participate in Farmers Markets throughout the region to encourage Emergency Preparedness projects and incentives.
- Assist with the Protective Services Filing System implementation.
- Assist with grant funding projects.

### **ADMINISTRATION**

- Data Entry.
- Organizing and taking minutes at meetings as required.
- Researching the cost or rental of equipment, materials, and supplies as required.
- Participating in a Regional District EOC as required during an emergency event.
- Performing other duties as assigned.

Resumes will be accepted until **4:00 pm, Friday, April 16, 2021** and should be addressed to:

Deborah Jones-Middleton, Director of Protective Services

**Subject Line:** Administrative Summer Student

**Email:** [hr@rdbn.bc.ca](mailto:hr@rdbn.bc.ca)

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