



Regional District of Bulkley-Nechako
Job Posting: Environmental Services Summer Student
Location: Burns Lake, BC

The Regional District of Bulkley-Nechako will be hiring a versatile person for summer employment with the Environmental Services Department. This is a 35 hour per week, 16-week position starting on May 3, 2021 and ending on August 27, 2020 (there may be flexibility in these dates if needed) and is based in Burns Lake. 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, projects and administrative duties which can include, but are not limited to, the following:

Operations Support:

- Assist in the Regional District of Bulkley-Nechako's recycling programs,
- Assist with environmental monitoring,
- Assist with seasonal maintenance: clean-up (litter pick-up), weed control, painting, etc.

Project Support:

- Manual labour for construction and maintenance projects,
- Assist with new initiatives (collect and enter data, promote programs etc.),
- Assist supervisors and field staff on other special projects,

Administrative Support:

- Assist with social media posts,
- Digitizing and archiving historical files,
- Other related duties as required.

Qualifications and Education:

- Under 30 years of age
- Physically fit and willing to work outdoors in all weather conditions,
- Safety Conscious,
- 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 **4:00pm, Friday, April 16, 2021** and should be addressed to:
Alex Eriksen, Director of Environmental Services

Subject Line: Environmental Services Summer Student

Email: hr@rdbn.bc.ca

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