



Regional District of Bulkley-Nechako Protective Services Summer Position

The Regional District of Bulkley-Nechako is hiring for a summer position in the Protective Services Department. This is a 35 hour per week position that begins on May 9, 2022 and ends on August 26, 2022. The wage for this position will be \$21.18 per hour.

The successful candidate will be an enthusiastic team player with great time management and problem-solving skills and an interest in emergency preparedness. Work schedule may occasionally require flexible hours (evenings/weekends).

Responsibilities and Duties:

Reporting to the Director of Protective Services, the employee will assist with 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.

- Research and develop a virtual Emergency Operations Centre (EOC).
- Develop training tools and quick reference guide for EOC Interactive White Boards.
- Create Interactive White Board Information templates.
- Participate in Farmers Markets throughout the region to encourage Emergency Preparedness projects and incentives.
- Organizing and taking meeting minutes.
- Assist with the Protective Services Filing System implementation.
- Participating in a Regional District EOC as required during an emergency event.
- 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
- Excellent computer skills, including proficiencies in internet research Microsoft Office applications.



- 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 15, 2022, and should be addressed to:

Deborah Jones-Middleton, Director of Protective Services

Subject Line: Protective Services Summer Position

Email: hr@rdbn.bc.ca

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