

Careers

Police Services Coordinator



Help create Kelowna as a City of the Future and join our team as the Police Services Coordinator. The Police Services Coordinator provides administrative support to the Police Services and RCMP senior leadership team. This position is responsible for supporting regional staffing, occupational health and wellness matters, training, and facility operations. This role is distinguished from the other clerical and administrative support classifications by the scope of the “coordination role” required in support of senior leadership and the level of autonomy and problem-solving in the work, necessitating a greater level of expertise and experience. To be successful in this position you will demonstrate a high-level of confidentiality, excellent oral and written communication skills and have the ability to work independently in a fast-paced environment.

Qualifications

- Office Administration Certificate from a Post-Secondary Institution
- Experience
- Attention to Detail
- Communication Excellence
- Problem Solving
- Computer Literacy
- Service Excellence
- Project Management
- Typing – 45 wpm

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate of \$34.02 plus employer-paid comprehensive benefits, paid vacation and one of Canada’s top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community’s diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers
Applications must be received by end of day **January 3, 2025**.

Applicants not contacted within three weeks of the closing date are thanked for their interest