

# Careers

## Project Coordinator (Information Technology)



### Come join our awesome team!

The City of Kelowna's Information Technology department is looking for an experienced Project Coordinator to join our team. We are looking for someone with strong project management skills along with a technical and analytical background to lead projects by coordinating resources, supporting and guiding project teams, prioritizing project tasks, removing impediments, preparing project documents, and supporting the project owner/sponsor within the City of Kelowna.

#### Qualifications

- Bachelor's Degree in Business, Commerce, Computer Science, or related field
- Project Management certificate
- Relevant experience coordinating or managing projects
- People Management
- Problem Solving
- Responsibility/Accountability
- Ability to adapt to technological change

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. With modern technology and an ever-changing virtual landscape, we may be willing to consider applicants who are wanting to work from home, provided you reside in the Okanagan region, with the ability to come into the office, as required

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 employer-paid comprehensive benefits, an earned day off program, 3 weeks paid vacation and one of Canada's top pension plans along with an hourly rate starting at \$47.75 per hour.

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.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **January 26, 2025**.

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