



EXECUTIVE COORDINATOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

The City of West Kelowna is seeking a highly organized, self-motivated administrative support professional to assume the duties of an Executive Coordinator.

Position Summary:

Reporting to the Chief Administrative Officer, this position is responsible and accountable for performing senior administrative and communication services. The position supports the CAO, Deputy CAO, Mayor & Council and Senior Management. The incumbent will require a high level of confidentiality, sound judgment, professionalism, diplomacy, and an understanding of the organization's strategic priorities.

Key Responsibilities:

Maintain and prepare confidential records, agendas, correspondence and reports. Schedule and coordinate meetings, appointments and travel logistics. Liaise and build strong working relationships with a wide variety of contacts. Maintain an organized filing system for Mayor and Council and the administration office, conduct research on various activities and projects, manage and prioritize communication and activities.

Our Ideal Candidate:

The ideal candidate will have a Diploma in Office or Business Administration, Public Administration or Local Government Administration or related field with a minimum of three (3) years experience supporting board, mayor and council, and senior level staff. A combination of education and experience will be considered.

The City is looking for an Executive Coordinator with well-developed participative leadership skills and a team player capable of working effectively in a Council and committee environment. The incumbent will be interested in, and sensitive to, the communication and public relations requirements of an actively involved community.

This permanent, full-time exempt position offers a comprehensive benefits package and municipal pension plan.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-57E | Opens December 11, 2024 | Closes January 20, 2025
Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$76,335 - \$84,816