

Project Management Coordinator Student (Solid Waste)

Full-time term – May to August 2025 (35 hours per week)

Are you naturally collaborative, service-oriented and community-focused? Do you want to make a difference in your community and be part of an organization that has a direct impact on the quality of life of residents in the Comox Valley? At the Comox Valley Regional District (CVRD) we are committed to fostering a respectful, inclusive, equitable and diverse workplace which is representative of the community we serve. Our core values-collaboration, service, accountability and sustainability help guide us in everything we do. If you share our commitment and values, please consider applying with us.

In addition to the Comox Valley being an attractive geographic location to live and play, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains, working at the CVRD provides work/life balance through flexible work options, competitive salary and wages, employer-paid benefits package, and municipal pension plan. At the CVRD we value continual learning and growth and support employees' development through technical, professional, and leadership training.

Working with the CVRD is a plus for everyone. To learn more, visit our website at www.comoxvalleyrd.ca/about/careers/work-cvrd

We are currently seeking a **Project Management Coordinator Student (Solid Waste)** to join our Engineering Services team for a **four-month term beginning in May**, with the possibility of an extension up to eight months. This position provides technical support to the Engineering Services on capital project implementation. Under the direction and guidance of the Senior Manager of Comox Strathcona Waste Management (CSWM) Services, the primary responsibilities of this role include:

- Providing technical analysis and guidance on capital projects and issues;
- Conducting technical assessments, studies, and research regarding a variety of operational matters;
- Conducting on-site construction inspections for CSWM capital projects, primarily at the Comox Valley and Campbell River Waste Management Centres;

- Preparing written and verbal reports, plans and correspondence, and providing advice on various capital projects, as required for senior management;
- Compiling and summarizing data from inspection reports, primarily for the sewer conveyance project;
- As part of a team, preparing displays, presenting materials and coordinating for professionals, public / community meetings, workshops and open houses as needed to address various service matters;
- Developing tools in conjunction with the project management body of knowledge principles and their applications to support tracking of initiatives;
- Undertaking a variety of other assigned duties and projects as required.

Our ideal candidate is:

- Enrolled in a relevant four-year degree program from an accredited university including completion of a minimum of one year of full-time studies;
- Experienced in local government or an environmental field with over four months of relevant work experience;
- A strong communicator with the ability to provide effective messaging to the community, consultants, contractors and internal clients verbally and in writing;
- Comfortable preparing technical engineering and scientific analysis reports and making recommendations;
- Organized, analytical and creative when it comes to problem solving;
- Familiar with project management methodology and tools and contract administration principals;
- An advanced user of Microsoft Office Suite with emphasis on presentations and word processing, Adobe Acrobat, and SharePoint.

A valid BC Class 5 driver's license is required for this role. Successful candidates will be required to consent to a Canadian Criminal Record Check.

NOTE: Applicants **must be returning** to an educational institution upon completion of employment to be eligible for this opportunity.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

This is a CUPE Local 556 position with a wage rate of \$30.29 per hour, plus 10 per cent in lieu of benefits and sick leave with vacation pay prorated.

The closing date for this position is 3:00 pm, February 20, 2025. Applications for available positions must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The CVRD is committed to providing a safe, respectful and inclusive work environment. We celebrate diversity and welcome applications from all qualified candidates.