

## STRIVE COORDINATOR

Regular Full Time

Police Support Services / Administrative Services

### Help Facilitate Initiatives and Support the Youth of the Next Generation!

#### About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

#### About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

#### About the opportunity:

In this role, you will be responsible for coordinating the administrative and marketing aspects of the STRIVE (Strength Through Resilience and Independence Via Empowerment) youth program. This position requires you to interact professionally and effectively with a diverse range of individuals and organizations. Demonstrating considerable independence and sound judgment while adhering to established policies and guidelines is essential in this role. You may be required to work outside of traditional hours to meet community and program needs.

#### About your background:

You have completed a two-year college diploma program in business or a related field, such as social work, from a publicly accredited post-secondary institution recognized in the BC Transfer Guide. Additionally, you have three years of relevant experience in grant writing, administration, and youth programming. The successful candidate must possess a solid understanding of marketing, fundraising strategies, grant writing, and research. A thorough knowledge of administrative practices and basic accounting principles is essential, as well as a fundamental understanding of youth crime prevention programs. **This position is based on grant funding and is expected to last until April 2026. A valid Class 5 BC driver's license (or equivalent) is required. The successful candidate must also pass a clear Police Information Check for any offenses relevant to the position.**

#### Why you will love working for our Police Support Services team at the City of Prince George:

- Leverage your expertise in grant writing and research to strengthen the efforts of the STRIVE program.
- Enjoy a competitive wage of \$38.88 – \$39.73 (wage under review) per hour plus an excellent benefits and pension package.

If you are interested in joining our team, please apply by August 1, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

#### Want to know more about this exciting career?

Please refer to the job description on our website for more details!

#### Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.