Community Safety Clerk-up to 11-month term

City of Kelowna

Make a difference in your community every day! Are you highly organized and detail-focused, with a passion for helping others? The City is searching for an enthusiastic Community Safety Clerk to deliver vital clerical and administrative support within our Community Safety Department. In this lively position, you'll interact with members of the public, collaborate with outside organizations, and play an important role in maintaining smooth daily operations.

Qualifications

- High school graduation or equivalent
- Experience
- Teamwork
- Service Excellence
- Flexibility
- Computer Literacy
- Communication Excellence
- RCMP Security Clearance

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. Live, work and play in one of Canada's fastest growing cities. 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. You're only a quick link to the world via Kelowna International Airport.

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 starting at $30.64 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a term of up to 11 months.

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 15, 2026.**

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