

Careers

Project Coordinator – Municipal Election 2026 (8-month term)



Make an impact!

We are seeking an experienced Project Coordinator to lead the planning and administration of the upcoming general local election. Under the guidance of the Chief and Deputy Chief Election Officers, this key role will manage the project schedule, track and manage the budget, identify priorities, and coordinate tasks across internal business areas and external partners. The Project Coordinator will also support and guide the election project team to ensure all activities are completed accurately and on time. Successfully delivering an election requires strict adherence to legislated requirements and a commitment to the core principles of fairness, transparency, accessibility, integrity, and public awareness.

Qualifications

- Bachelor's Degree in Business, Commerce, or related field
- Project Management certificate
- Relevant experience coordinating or managing projects; prior experience with elections is an asset
- People Management
- Problem Solving
- Responsibility/Accountability

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.

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 of \$49.66 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 8 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 **February 10, 2026**.

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