

VICTIM SERVICES ASSISTANT

Regular Full-Time

Police Support Services / Administrative Services

Join a Compassionate Team Providing Supportive Services

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 high-profile position, you will be the initial contact for all clients at the Victim Services Office. You will assist with program coordination and provide support and referrals to victims of crime as well as act as a resource to volunteers. As a flexible team player, you will also provide administrative support, act as receptionist, and handle all incoming inquiries. Strong data entry and typing skills are required in this role along with a demonstrated commitment to customer service.

About Your Background:

Along with high school graduation you have a post-secondary vocational or college course in business, office administration or other relevant field and have at least two years of related experience working in a police environment or community victim services support program. You possess exceptional interpersonal and communication skills and can respond compassionately to people under distress. You can work independently and can effectively manage a high volume of work. **The successful candidate must possess a valid Class 5 driver's license (or out of province equivalent) and must be able to obtain and maintain a clear RCMP Reliability Status.**

Why You Will Love Working for our Police Support Services team at the City of Prince George:

- Join a professional team dedicated to providing compassionate support to victims of crime.
- Enjoy a competitive wage of \$36.06 to \$36.87 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by April 28, 2026 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.