

Careers

Recovery Coordinator



Find the Reward in the Risk

Are you a strategic problem-solver who thrives on protecting public resources and driving meaningful results? As the Recovery Coordinator, you will play a key role in helping the City recover financial losses and other restitution when third parties cause harm or expense. Working across departments and with external partners, you will investigate incidents, coordinate recovery efforts, support claims and legal processes, and help strengthen practices that reduce future risk. This is a unique opportunity to make a tangible impact by safeguarding civic assets, improving recovery outcomes, and contributing to important initiatives such as business continuity, enterprise risk management, and loss prevention.

Qualifications

- University Degree in Business Administration, law or related field
- Experience in risk management, insurance, change management or related field
- BC Class 5 Drivers Licence
- Skilled in people management, conflict resolution and project management

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 the 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 \$42.12 per hour plus employer-paid comprehensive benefits, an earned day off program, 3 weeks paid vacation and one of Canada's top pension plans.

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 **July 5, 2026**

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