

Careers

Contract Coordinator



Bring agreements to life and help shape a vibrant community. As Contract Coordinator with the Active Living and Culture Division, you will help lead the day-to-day administration of service and lease agreements, support special projects, and serve as a trusted resource for community organizations, staff, and City departments on contract matters.

Qualifications

- University degree in Business Administration or related discipline
- Experience
- Attention to Detail
- Communication Excellence
- Project Management
- Problem Solving
- Responsibility/accountability
- BC Driver's License - Class 5

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 \$46.06 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 12 months but may be extended to 18 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 **October 15, 2026**.

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