



ASSOCIATE PLANNER PERMANENT FULL-TIME

The Cariboo Regional District invites qualified applicants to apply for the permanent full-time position of Associate Planner located at the Cariboo Regional District office in Williams Lake.

Position Summary: Reporting directly to the Manager of Planning Services the Associate Planner provides planning support services to the general public and regional district staff. This position assists with land use applications, research, and bylaw interpretation to support effective community planning and development across the region.

Education, Experience and Qualifications Required:

- Bachelor's degree in Planning, Geography, or a closely related field supplemented by urban planning courses or a diploma and/or certificate in planning.
- Related work experience, preferably within a local government planning environment.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Strong written and verbal communication skills are required.
- Experience with mapping software would be considered an asset.

Wage: This is a full-time BCGEU position. The current rate of pay is \$40.17 per hour plus benefits. A standard 90-day probationary period will apply.

Work Site Location: The successful candidate will work out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Occasional travel within the regional district will be required.

Hours of Work: This position works a 9-day fortnight schedule, Monday - Friday from 8:00 am to 4:30 pm with a 45-minute unpaid lunch break with every other Monday off. On occasion, the incumbent may be required to work a non-standard schedule to accommodate the attendance of evening meetings or for presentations.

Qualified candidates wishing to apply and looking for a detailed job description, please visit www.cariboord.ca/careers. Applications will be accepted until **4:00 p.m., August 31, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-21.***

We wish to thank all candidates for their interest; however, only those selected to participate in the interview process will be contacted.

Bernice Crowe, Manager of Human Resources
Cariboo Regional District
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www.cariboord.ca/careers

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