



STUDENT PLANNER TEMPORARY POSITION

The Cariboo Regional District invites qualified applicants to apply for the temporary position of Student Planner located at the Cariboo Regional District office in Williams Lake. The approximate term for this position will be from April 2026 to the end of August 2026. A copy of the job description is attached for reference.

Position Summary: Reporting directly to the Manager of Planning Services the Student Planner undertakes planning-related research projects to support departmental initiatives and community planning activities. This position assists with data collection, report preparation, and the development of educational materials, bylaws, and administrative documents under the direction of Planning Officers and the Manager of Planning Services.

This position assists planning staff with the day-to-day department duties, usually during periods of increased development activity, such as the spring and summer months. The position is most often a term-position of four months, intended for a post-secondary student returning to school or as part of a co-op work term.

Education, Experience and Qualifications Required:

- Currently attending post-secondary education in Planning, Geography, Environmental Studies, or a related discipline. Preference will be given to students in a Canadian Institute of Planners (CIP) accredited planning program.
- Some related research or administrative experience, preferably within a local government setting, is considered an asset.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Experience with GIS or mapping tools is considered an asset.

Wage: This is a temporary BCGEU position. The current rate of pay is \$29.11 per hour plus \$1.50 in lieu of benefits, 6% vacation pay and 4.8% statutory holiday pay. A standard probationary period will apply, during which the candidate's suitability for employment will be assessed. *(New classification and rate of pay is subject to agreement between the Union and Employer)*

Work Site Location: Cariboo Regional District Williams Lake Office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Occasional travel within the regional district may 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 60-minute unpaid lunch break and every other Monday off unpaid. 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 pm, March 15, 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 #26-06.***

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
Suite D, 180 3rd Avenue N
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails and everyday play before you make the move: www.cariboord.ca/makethemove.