



COMMUNITY SERVICES ASSISTANT FULL-TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the permanent, full-time position of Community Services Assistant located at the Cariboo Regional District office in Williams Lake.

Position Summary: Reporting to the Manager of Community Services, the Community Services Assistant provides technical and administrative support across a range of department functions. These include recreation and community hall services, airports, transit, cemeteries and the planning and implementation of new community services. The position involves frequent collaboration with community organizations and stakeholders to enhance local infrastructure and support service delivery initiatives.

Education, Experience, and Qualifications Required:

- Minimum of seven (7) years' experience in office administration.
- High school diploma or equivalent.
- Post-secondary education in business/office administration and/or community development, public administration or an equivalent combination of education and training that demonstrates the required competencies.
- Must maintain a valid Driver's Licence.
- Experience working in local government, nonprofit, or administrative settings.
- Proficiency in Microsoft Office Suite, (Word, Excel, PowerPoint), including email, word processing, and spreadsheet creation.
- Project management experience considered an asset.
- Knowledge of Canadian aviation regulations and legislation considered an asset.

Wage: This is a full-time BCGEU position. The current rate of pay is \$37.37 per hour plus benefits. A standard 90-day probationary period will apply, during which the candidate's suitability for employment will be assessed.

Worksite Location: The successful candidate will operate out of the Cariboo Regional District Williams Lake Office located at Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district will be required, the successful applicant must possess and maintain a valid driver's license.

Hours of Work: This position works a 9-day fortnight schedule, working 8:00 am – 4:30 pm Monday through Friday with a 45-minute unpaid lunch break and a DDO every other week. On occasion the incumbent may be required to work a non-standard schedule to accommodate evening or weekend work to support community events or stakeholder meetings.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted until 1:00 pm June 24, 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 #26-18.***

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
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www.cariboord.ca/careers

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