Careers

Co-Op and Career Path Student – Planning

Are you looking for a chance to put your education into practice? Join our Development Planning team with a Co-op opportunity at the City of Kelowna!

The incumbent will support various planning department initiatives working with the City’s planning team. Some of this work may include, but is not limited to, file assistance, responding to customer inquiries and managing and executing internal department projects.

**Co-op positions run from May through August**. Eligible candidates will be enrolled in and returning to school full-time in the subsequent academic year and have strong communication, teamwork, customer service, and problem-solving skills. Enrolment in a formal co-op program is not required.

## Qualifications

* Currently enrolled in an education program at a post-secondary institution
* University or College students with a focus in Community or Urban Planning and Development, Urban Geography, Architecture, or other related discipline
* Valid BC Driver’s License
* Ability to work independently and as part of a team
* Excellent communication, customer service and interpersonal skills
* Strong computer skills and proficiency in MS Office (Word, Excel, Access)

Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly.

This assignment is a four-month term from May to August 2023. This is a CUPE bargaining unit position with an hourly rate of $23.39 hour plus 14% in lieu of benefits, vacation and statutory holidays.

For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **February 7, 2023**

*The City of Kelowna has a COVID vaccination policy that requires all staff to be fully vaccinated as a condition of hire and ongoing employment.*

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