



Regional District of Bulkley-Nechako Environmental Services Summer Student Office Position

The Regional District of Bulkley-Nechako is seeking to fill a Summer Student Office Position within the Environmental Services Department. This is a 35 hour per week position that begins on May 6, 2024, and ends on August 23, 2024. Start and end dates are negotiable. The wage for this position will be \$23.34 per hour.

This is an ideal opportunity for a student enrolled in post-secondary studies with a keen interest in solid waste management and sustainable initiatives and to gain valuable hands-on experience by working within a local government environmental services department.

Responsibilities and Duties:

Reporting to an Operations Supervisor, the employee will assist with recycling programs, environmental services operations, and office projects.

Duties will include:

- Assist with new initiatives (collect and compile data, promote programs etc.)
- Assist supervisors and field staff on other special projects
- Digitizing and archiving historical files
- Other related duties as required

Skills and Qualifications:

- Preferred post-secondary education and familiarity in office projects
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks
- Ability to communicate effectively both verbally and in writing with staff and the public
- Excellent computer skills, including proficiencies in internet research, social media, and Microsoft Office applications such as Word and Excel
- Creative writing, reporting experience
- A self-starter with the ability to work individually and as part of a team
- Valid BC driver's license and ability to independently travel within the region as required



Resumes will be accepted until 4:30 pm, Friday, April 5, 2024, and should be addressed to:

Alex Eriksen, Director of Environmental Services

Subject Line: Environmental Services Summer Student Office Position

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0