



Regional District of Bulkley-Nechako Protective Services Summer Student Position

The Regional District of Bulkley-Nechako is hiring for a summer student position in the Protective 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. Work schedules may require flexible hours (evenings and weekends). 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 emergency preparedness, and to gain valuable hands-on experience by working within a local government protective services department.

Responsibilities and Duties:

Reporting to the Director of Protective Services, the employee will assist with a wide range of activities in support of the Regional District of Bulkley-Nechako's Emergency Preparedness Program, 9-1-1 Services, and Rural Fire Protection. The position provides clerical, records management, research, report preparation, and other support to the Protective Services Team as required.

- Assist with research for various programs and projects.
- Participate in planning public events throughout the region to encourage Emergency Preparedness projects and incentives.
- Organizing and taking meeting minutes.
- Assist with the Protective Services Filing System.
- Participate in the Regional District EOC as required during an emergency event.
- Other related duties as required.

Skills and Qualifications:

- Preferred post-secondary education and familiarity in emergency preparedness program
- Strong organizational skills and the ability to successfully perform multiple time sensitive tasks.
- Ability to communicate effectively both verbally and in writing.
- Excellent computer skills, including proficiencies in internet research Microsoft Office applications.



- Ability to work independently 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, March 29, 2024, and should be addressed to:

Deborah Jones-Middleton, Director of Protective Services
Subject Line: Protective Services Summer Student Position
Email: hr@rdbn.bc.ca
Mail: PO Box 820, Burns Lake, BC V0J 1E0