



Regional District of Bulkley-Nechako Planning Summer Student Position

The Regional District of Bulkley-Nechako is hiring two summer student positions in the Planning Department. This is a 35 hour per week position that begins on May 5, 2025, and ends on August 29, 2025, for a term of up to 16 weeks. Start and end dates are negotiable. The wage for this position will be \$23.95 per hour (2025 rate).

This is an ideal opportunity for a student enrolled in post-secondary studies with a keen interest in planning to gain valuable experience in a local government planning department.

Responsibilities and Duties:

Reporting to the Director of Planning, the employee will perform a variety of duties in support of the efficient operation of the Planning Department. Duties will include: maintaining and updating Planning Department records; conducting research; responding to requests for land use and development related information; assisting in the preparation of reports and other documents; assisting in the processing of development applications; organizing public meetings; and assisting in the maintenance of Regional District parks and trails. In addition to the above a special project this year will include researching available mapping and other resources to identify the location of the Telegraph Trail through the Regional District.

Skills and Qualifications:

- A basic understanding of the principles and practices used in land use planning.
- Basic knowledge of Geographic Information Systems and their use.
- Good written and verbal communication skills.
- Valid BC Driver's License and ability to independently travel within the region as required.

Education:

- Full time enrollment in a post-secondary educational institution in a planning, geography, or related field of study within the last year.
- The Regional District would be open to participation in a co-op program for this position.
- Preference will be given to students in a CIP accredited planning program.

Applications should include a cover letter and resume containing three references and should identify the institution and degree program in which the applicant is enrolled.

Applications will be accepted until 4:30 pm, Monday, March 17, 2025, and should be addressed to:

Jason Llewellyn, Director of Planning

Subject Line: Planning Summer Student Position

Email: hr@rdbn.bc.ca; Mail: PO Box 820, Burns Lake, BC V0J 1E0