



THE CORPORATION OF THE VILLAGE OF SLOCAN

P.O. BOX 50, SLOCAN, B.C. V0G 2C0

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JOB POSTING

PROJECTS, PLANNING AND DEVELOPMENT SERVICES COORDINATOR

Reports to: Chief Administrative Officer

Type: Part-Time Casual, Non-Union

Wage: \$45.00 per hour

Hours of Work: 12 hours per week, with additional hours being required from time to time. The successful candidate must be available and willing to work an intermittent and flexible schedule.

The Village of Slokan is seeking a task and detail-oriented *Projects, Planning and Development Services Coordinator* to support the Chief Administrative Officer with the delivery of capital planning projects and strategic planning initiatives, and to assist with planning and development services, as needed. Your expertise will help shape our long-term vision regarding project execution, and enhance operational efficiency across multiple infrastructure projects. This role offers an exciting opportunity to influence our organization's future by leveraging your comprehensive knowledge of project coordination and planning.

Position Summary

Reporting to the Chief Administrative Officer (CAO), the *Projects, Planning and Development Services Coordinator* is responsible for assisting the CAO with the implementation of approved capital planning projects and strategic planning initiatives, including support throughout the planning, design, and construction phases. The role liaises with stakeholders, consultants, contractors, and Village Council as needed, to help ensure operational requirements are addressed, project expectations are managed, and project delivery remains aligned with Village priorities. This position will also assist the CAO with general planning and development tasks such as responding to land use inquiries, preparation of development application packages, and other various planning duties as required from time to time.

Key Responsibilities

- Assist with the delivery of capital projects and strategic planning initiatives.
- Support project planning, design, tendering, contract and construction processes.
- Review and assist with the management of design documents, tender documents, schedules, budgets, and project records.
- Monitor contractor performance and construction quality, and help address issues as they arise.
- Liaise with stakeholders, consultants, contractors, staff, and Council to support project alignment and effective communication.
- Prepare and present written and verbal reports on project status, budgets, timelines, and technical matters, as required.
- Assist with grant writing and reporting.
- Assist with general planning and development services duties such as zoning and land use planning, Official Community Plan, and development approvals.
- Other duties as required.

Qualifications, Skills, and Abilities

- Post-secondary education.
- At least two years of project management experience, preferably involving municipal capital project planning, administration, and construction-related initiatives.
 - Project management skills should include demonstrated effectiveness in planning and coordinating major projects.
 - Broad knowledge of planning and construction processes associated with development.
 - Comprehensive knowledge of municipal projects and relevant government procedures, standards, and requirements.
- Knowledge of municipal legislation related planning and development.
- Knowledge of basic accounting procedures in order to effectively manage budgets.
- Ability to work independently.
- Excellent verbal and written communication skills.
- Knowledge of grant funding procedures, and the ability to assist with completing funding applications and required interim and final reporting.
- Ability to work effectively with stakeholders, consultants, contractors, staff, and members of the public.
- Strong leadership, communication, conflict-resolution, and consensus-building skills.
- Ability to exercise courtesy, tact, and sound judgment in the discussion of technical project and planning matters with vendors, consultants, Village employees, Council, and members of the general public.

- Ability to analyze complex issues and develop practical, creative solutions.
- Ability to manage competing priorities, monitor project budgets, and respond to changing circumstances.
- Ability to maintain and update data in a shared drive.
- Ability to prepare and present clear written and verbal reports on technical and project-related matters, as required.
- Proficient with related computer software applications including Microsoft Word, Excel, Outlook and PowerPoint.

Compensation and Schedule

The wage for this position is \$45.00 per hour. The position is expected to work a minimum of 12 hours per week, with additional hours required from time to time. The successful candidate must be available and willing to work an intermittent and/or flexible schedule.

The employment arrangement for this position may be structured as either a part-time staff position or a contracted position, based on mutual agreement.

Application Requirements

Applicants are asked to submit the following documents as part of their application:

- Cover letter and resume, including references;
- Summary proposal; and
- Supporting documents for education and qualifications, such as program certificates, diplomas, or relevant achievements.

How to Apply

Interested applicants are invited to submit their application package to:

Michelle Gordon, Chief Administrative Officer
PO Box 50 – 503 Slocan Street
Slocan, BC V0G 2C0
cao@villageofslocan.ca

Deadline for Submission: Monday, August 17th, 2026 – 3:00pm

The Village of Slocan wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.