



## Council Projects Initiatives Coordinator

Competition number: 17-21

The City of Quesnel is a vibrant community where 10,000 people live within the city limits and another 13,000 live in the surrounding area and call Quesnel home. Quesnel is located in the central interior of British Columbia. Refer to our website [www.quesnel.ca](http://www.quesnel.ca) and relocation guide at <http://bit.ly/1fNvMN6> for more information.

The City of Quesnel is seeking an energetic and experienced candidate for a Council Projects Initiatives Coordinator for an 18 month term (The term of this position may be extended at the end of 18 months, subject to grants received and council approval). This position will report to the City Manager, and will perform a variety of functions such as research, analysis, and development and delivery of programs for the City of Quesnel with a focus on council initiatives. The scope of the position requires collaboration, confidentiality, creative thinking, and analysis. The Coordinator will need to work productively, contribute ideas, and represent the City of Quesnel in a professional manner in dealing with persons within and outside the organization for the promotion and advocacy of council initiatives.

The ideal candidate will be a self starter, with the ability to commence projects and see them through to completion and have a commitment to advance forward-looking strategies within the marketplace. They will possess a post-secondary diploma with a focus in Business, Economics, Marketing, Commerce or a related discipline; or an equivalent combination of education, training and experience, experience working with small business, strong knowledge of Microsoft Office products, demonstrated experience in professional writing, preferably with some experience in grant-writing and have creativity with a vision for growth.

See our website [www.quesnel.ca](http://www.quesnel.ca) for a full job description. Salary: \$45,000 - \$55,000/year, including a comprehensive benefit package.

Posting Date: May 5, 2017

Application Deadline: May 19, 2017 by 4pm

### **How to apply:**

Please send your resume with competition number, in confidence to:

Human Resources Advisor

City of Quesnel,

410 Kinchant Street,

Quesnel, BC V2J 7J5

Fax (250) 992-1512 or Email: [hr@quesnel.ca](mailto:hr@quesnel.ca) (Word or pdf document only please)