



DISTRICT OF COLDSTREAM

Clerk – Community Facilities

Part Time – Temporary

Job Posting #25-13

Position Summary

The District of Coldstream is looking for a Clerk - Community Facilities to support evening and weekend events at the Community Hall and other facilities. This position will be temporary for a period of six (6) months, from November 2025 to April 2026, approximately.

Reporting to the Community Facilities Manager, this position provides administrative support related to the operation of District facilities and acts as the primary contact for general inquiries from the public. The ideal candidate will have at least one year of administrative experience and be comfortable working independently during busy events. This role involves supporting rentals for special occasions such as weddings and large gatherings, ensuring smooth operations and excellent customer service.

Qualifications

- One year experience providing administrative and clerical support in an office environment.
- Valid Class 5 License
- Police Information Check

Additional Information

The hourly wage is \$34.61 per hour, plus 17.5% in lieu of vacation, statutory holidays and benefits. This role will provide coverage for events during evenings and weekends, with possibility for day shifts as required. As a unionized role, the relevant provisions of the CUPE Collective Agreement pertain.

To view the full **job description** and to track the status of this posting visit

<https://www.coldstream.ca/employment-opportunities>

We thank all candidates for their interest; however, only those selected for interviews will be contacted

"Rural Living At Its Best"

Phone 250-545-5304

Fax 250-545-4733

Website: www.coldstream.ca

About the Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

Posting Date

September 3, 2025

Application Deadline

September 17, 2025 at 4:00 pm

Application Information

Apply, in confidence, by providing a cover letter and resume referencing the above noted job posting number to hr@coldstream.ca (in PDF format)

Or drop off or mail a cover letter and resume to:

Humans Resources Department
District of Coldstream
9901 Kalamalka Road
Coldstream, BC V1B 1L6