

DISTRICT OF COLDSTREAM

CLERK – COMMUNITY FACILITIES

Regular – Part Time

Position Summary

The District of Coldstream is looking to hire one (1) Clerk - Community Facilities position. This Regular Part-Time position is to support evening and weekend events primarily at the Community Hall.

Reporting to the Community Facilities Manager, the Clerk – Community Facilities serves as the District's on-site representative during facility rentals, providing venue oversight and support to event organizers. The position is responsible for monitoring facility use during events, ensuring compliance with rental agreements and facility policies while supporting smooth operations and excellent customer service. On shift, you will conduct facility orientations, assist event organizers with facility-related needs, and help address issues that may arise during the scheduled event. In addition, the role provides administrative support for the operation of District facilities and acts as the primary contact for general inquiries from the public.

The ideal candidate will have experience in event or venue supervision, strong administrative and organizational skills, and the ability to work independently in a customer-focused environment. This position primarily supports evening and weekend events and requires the ability to work independently and exercise discretion, professionalism, and the ability to respond effectively to issues as they arise.

Required Qualifications

- Grade 12 or equivalent
- One year experience providing administrative and clerical support in an office environment
- Knowledge of general office procedures and services to explain to the public, organize and manage files and records.
- Working knowledge of the methods and practices used in operating a computer and relevant computer software applications, especially Microsoft Office applications.
- Ability to work cooperatively and productively in a team atmosphere
- In the conduct of duties and while representing the District, act at all times in an honest, professional and business-like manner
- Ability to work independently or with limited supervision
- Demonstrated proficiency in the use of standard office equipment
- Valid BC Driver's License (Class 5)

Preferred Qualifications

- Diploma or certificate in event management, office administration, business administration or recreation or facility management

To view the full job description, requirements and recruitment status, visit coldstream.ca/careers

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

Job Posting #26-20

Hourly Rate: $35.65 plus an additional 17.5% in lieu of vacation time, statutory holidays, and benefits.

Shifts: Primarily evenings and weekends. Hours and days will vary and are dependent on the number and scheduling of rentals booked at the Community Hall.

Posting Date
November 18, 2026

Application Deadline
December 1, 2026

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).

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.