



EMPLOYMENT OPPORTUNITY

Position: Emergency Management Assistant
Division: Emergency Management Cowichan
Type: Temporary Summer Position, CUPE

Application Deadline: January 30, 2026 by 4:30 pm
Applications: Qualified applicants are invited to apply online at careers-cvrd.icims.com
Competition Number: 26012-E

The Cowichan Valley Regional District is now accepting applications from prospective candidates to work as an Emergency Management Assistant in the Emergency Management Cowichan division for summer 2026.

General Information

Reporting to the Manager of Emergency Operations & Planning, the Emergency Management Assistant will assist the division with various tasks including managing inventory, restocking, entering items in a database, physically moving items around to different storage locations, contact list updates, paperwork and other related tasks as required.

Qualifications

- Preferred candidates will be enrolled in or have completed a post-secondary emergency management program.
- Experience in emergency management, emergency support services or inventory management would be considered an asset.
- Experience with MS Excel and MS Word are required.
- Candidate should be able to lift 30 pounds without assistance.
- A Class 5 or 7 BC Driver's license is required.
- The successful candidate will possess:
 - Effective verbal and written communication skills.
 - The ability to accomplish tasks accurately and completely with great attention to detail.
 - The ability to multi-task and work independently with minimal supervision.
- Preference will be given to candidates aged 15-30 years as per the Canada Summer Jobs Program through Service Canada, however candidates outside of this age range will be considered.

Hours of Work: This position is available for a period of 17 weeks commencing May 4, 2026 and continuing until August 28, 2026, subject to funding. Hours of work are 35 hours per week, mainly Monday to Friday, with the possibility of some evening and weekend work.

Salary: This temporary position is unionized (CUPE Local 358) and is compensated at \$25.32 per hour. Additionally, this position will receive 14.5% in lieu of benefits, statutory holidays and vacation, bringing the compensation to \$28.99 per hour. (2025 wage rates)

To Apply: Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated above.

Date posted: December 4, 2025