



EMPLOYMENT OPPORTUNITY

Position: GIS Assistant

Division: Information Technology

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: 25014-E

The Cowichan Valley Regional District is now accepting applications from prospective students to work as a GIS Assistant in the Information Technology Division for summer 2026.

General Information

Working under the supervision of the Geographical Information System (GIS) Supervisor and as an integral part of the GIS Team, the GIS Assistant performs a variety of technical assignments while gaining relevant GIS experience including data management and map creation providing support to other CVRD divisions and public enquiries. The GIS Team deals with a wide range of subject matter such as planning, solid waste & recycling, utilities, emergency management, environmental services and parks.

Qualifications

- Preferred candidates will be enrolled in a recognized institute with courses in GIS or related field.
- Experience utilizing Esri ArcGIS Pro is preferred.
- Experience with Microsoft Office 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, Monday to Friday.

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.

Date posted: December 4, 2025