



Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

January 30, 2026

Application Deadline

February 13, 2026 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-1167

Community Services/Protective Services Clerk

Full Time, 18 Month Term Position

Position Overview

The Peace River Regional District is seeking an energetic, friendly, well-organized, collaborative and responsible individual for the position of Community Services Clerk, working out of the Dawson Creek office. Reporting to the General Manager of Community Services, General Manager of Protective Services or designate, the Clerk is responsible general administration for the department supporting the parks, recreation, culture, emergency and fire protection service functions.

This position prepares, compiles, posts and distributes agendas for a variety of committees. The Clerk will also attend meetings to record minutes and will administer the necessary follow up tasks and procedures. General duties include developing correspondence, records management, scheduling meetings, booking travel, and creating reports and other documents.

Qualifications

The successful proponent will have a minimum of Grade 12 education in addition to administrative training – applied business technology education is an asset – and two years of experience in a busy office environment.

They will have knowledge of, and experience with, business English and the preparation of business letters, with an acute attention to detail. Typing skills (60 WPM) and an excellent knowledge of Microsoft Office Suite is required; experience using Canva is an asset. The ability to quickly learn new programs is essential (e.g., FirePro2, eScribe, Everbridge).

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch. Flexibility in both days of work and workday hours is key as this position may be required to attend public events or evening meetings from time to time. The after-probation rate of pay for this union position is \$36.31/hr, plus 14% in lieu of benefits. Please send Cover note with Resume.

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

www.prrd.bc.ca