



PROJECT MANAGER (Housing Initiatives)

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

The City of West Kelowna is offering an opportunity for an experienced Project Manager to oversee and manage the delivery of the City's housing policy initiatives. We invite applications from candidates with proven skills, qualifications, and abilities for this full time exempt 3-year term position.

Position Summary:

Reporting to the Long-Range Planning Manager, the successful candidate will be responsible for coordinating all aspects of housing-related land use planning projects, from initiation to completion, ensuring alignment with Council priorities and the approved work plan to increase and accelerate the availability of housing in West Kelowna. The Project Manager will play a crucial role in supporting the goals of the City's Official Community Plan, Housing Strategy, Infill Housing Strategy, and Housing Needs Assessment by promoting sustainable growth, enhancing housing affordability and diversity, and addressing community-specific housing needs. The City has committed to a number of initiatives that will aim to create a regulatory environment to increase and diversify housing supply and requires the services of a dedicated resource to undertake and manage these initiatives and regulatory requirements.

Our Ideal Candidate:

The ideal candidate will possess a degree in Planning, Architecture, Public Administration, Business Administration, Project Management, or other related field. Membership or eligibility for full membership in the Planning Institute of British Columbia as a Registered Professional Planner (RPP) and/or Project Management Professional (PMP) Certification are considered an asset. The incumbent will possess at least 6 years of experience managing planning and/or engineering-related projects, including 3 years of leadership experience in managing project teams, preferably within a municipal government.

The City is looking for a Project Manager with expertise in community planning, social development, policy development, and urban design, particularly at the local government level. They must be skilled in conflict resolution, demonstrate courtesy and diplomacy in communications, and possess excellent verbal and written communication skills. Attention to detail and strong report writing capabilities are essential, along with experience working with municipal Councils or Boards and public presentation experience.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-15E | Opens January 21, 2025 | Closes February 10, 2025
Full Time 3-years | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$101,828 - \$119,798