



## DISTRICT OF HOPE

### *CLERK I*

The District of Hope is situated at the east end of the beautiful Fraser Valley at the confluence of the Fraser and Coquihalla Rivers in the Lower Mainland of British Columbia. Within and surrounding the District, one finds an incredible range of social, cultural, artistic and recreational activities that appeal to those of all ages and interests.

The community of Hope boasts a fully equipped Aquatics Centre, which houses a branch of the Fraser Valley Regional Library. As well, Hope has a full-size ice arena and a 4-sheet curling rink. With an abundance of lakes, streams, hiking trails and skiing at nearby Manning Park Resort, Hope is an outdoor enthusiast's paradise.

The District of Hope is seeking a motivated individual for the position of **Clerk I**. The successful candidate should be able to work without direct supervision, effectively manage time, prioritize and remain flexible while managing a dynamic workload and changing priorities. This is a clerical position, working collaboratively with the Clerk II & Clerk III.

A full copy of the job description can be viewed at the District of Hope web site at [www.hope.ca](http://www.hope.ca) (document library, job postings).

This is a full-time Union position (CUPE Local 458) with a wage rate of \$27.64, upon successful completion of the probationary period. A comprehensive benefit package is also provided.

Please forward your cover letter and resume, in confidence no later than 4:00 p.m. September 27, 2019 to the attention of:

Donna Bellingham, Director of Corporate Services  
(email: [dbellingham@hope.ca](mailto:dbellingham@hope.ca))

325 Wallace Street, P.O. Box 609 Hope, B.C. V0X 1L0  
Phone: 604-869-5671 Facsimile: 604-869-2275  
Website: [www.hope.ca](http://www.hope.ca)

**All applications and enquiries will be treated in strict confidence.  
We thank all applicants for their interest, however, only those selected for an interview will be contacted.**