

Job Posting:175857 - Position: S26 GIS Assistant 175857

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/30/2026 05:00 PM
Application Method:	Through Employer Website
Posting Goes Live:	12/05/2025 11:15 AM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	Cowichan Valley Regional District (CVRD)
Address Line 1	175 Ingram Street
City	Duncan
Postal Code / Zip Code	V9L1N8
Province / State	British Columbia
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Summer
 Job Title 	S26 GIS Assistant 175857
Position Type	Co-op Position
Job Location	Duncan, BC
Country	Canada
Duration	4 months
Salary Currency	CAD
Salary	25.32 per hour for 40 Major List
Job Description	

Job Title: GIS Assistant

Job ID: 25014-E

Application Deadline: **January 30, 2026**

General Information

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.

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.

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)

Application Instructions

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

Note

Job applicants requiring accommodation to participate in any stage of the hiring process should contact Human Resources at hr@cvrd.bc.ca to communicate their accommodation needs.

Job Requirements

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.

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Yes

Address Cover Letter to Erin Baldry

Special Application Instructions

Application Link:

<https://careers-cvrd.icims.com/jobs/2227/gis-assistant/job>

Application Instructions

Please submit a resume and cover letter at the link above by 4:30 pm on the date indicated. Please include a driver's abstract with your application.

Application Deadline: January 30, 2026

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.