



Planning and Development Coordinator

Application Deadline: 12:00 pm Monday November 2, 2026

Summary:

A member of the Corporate Services team, this role supports services and initiatives in the areas of community and business development and environmental sustainability. Assignments include, but are not limited to, the administration of land-use agreements and permitting, business licensing, responding to provincial land application referrals, as well as the coordination and implementation of long-range planning projects which involve policy research, committee participation and facilitation, grant writing, project management, and public engagement activities. This role combines immediate operational work with long-term initiatives that, together, help advance community sustainability and growth.

Qualifications:

- Post-secondary education in a related field, such as planning, GIS, or public administration.
- Excellent communication and interpersonal skills to be able to professionally interact with members of the public, fellow employees, agencies, and community partners.
- Proficient computer skills and a working knowledge of Microsoft Office and ArcGIS equivalent.
- Ability to manage information efficiently and maintain precise, well-organized records.
- Previous local government, public sector, or planning experience would be considered an asset.

Job Details:

- **Type:** Full-time Exempt Position
- **Salary Range:** \$76,830 - \$81,276
- **Hours:** 37.5 hours per week, Monday – Friday between 8:30 am and 4:30 pm. Some travel and after-hours responsibilities will be required.
- **Location:** District of Mackenzie Office, 1 Mackenzie Blvd.

About Mackenzie:

Located in the scenic Northern Rocky Mountain Trench, Mackenzie offers superb four-season outdoor recreation opportunities and an exceptional quality of life. Housing costs are among the most affordable in the province. Residents are involved in community life with numerous service organizations, community clubs and groups, catering to a variety of interests. These amenities with the safety afforded by small town living makes Mackenzie ideal for young working individuals and families. Discover more by viewing our [Visit Mackenzie BC Guide](#).

Join Our Team!

If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie

1 Mackenzie Blvd., Mackenzie, BC, V0J 2C0
Attention: Corrine Higgins, Human Resources Coordinator
Email: chiggins@districtofmackenzie.ca

The District thanks all interested applicants in advance, however only those short-listed will be contacted.