



19 – 24 Avenue South  
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February 2, 2026

**SUMMER EMPLOYMENT OPPORTUNITY**  
**Corporate Services – Records Management Student**  
**Cranbrook**

The Regional District of East Kootenay is now accepting applications for a Corporate Services Summer Student who will be working on a records management initiative. This position is open to students enrolled in a post-secondary institution and planning to return to school in the fall. This position is based out of our Cranbrook Office.

Under the supervision of the Corporate Officer, the Records Management Student will be involved with the RDEK's digitization project by connecting archived files to the land management software, resulting in better preservation and accessibility of the organization's records repository. Other Duties will include but are not limited to converting microfiche and paper records to PDF, purging documents past their retention, documentation of archival and destruction, organization of network drives, and connecting files to land management software.

**Essential Qualifications:**

- Grade 12 or equivalent.
- Currently enrolled in or completion of records management/information studies program is preferred.
- One year administrative experience.
- Experience in records management with knowledge of records information management (RIM) principles and practices is preferred.

The term of employment commences on or about May 4, 2024, and concludes on or about August 28, 2026, and is five days per week (35 hours maximum). The hourly rate is \$25.56.

If you possess the necessary qualifications and experience, we invite you to submit a resume and cover letter, with references, no later than **4:30 pm, Friday, March 6, 2026** to:

**Human Resources Department**  
**Email: [hr@rdek.bc.ca](mailto:hr@rdek.bc.ca) (MS Word format or PDF)**  
**Please quote: 2026-04**

Information on our organization is available on the RDEK website ([www.rdek.bc.ca/careers](http://www.rdek.bc.ca/careers)).  
We thank all who apply. Only those selected for further consideration will be contacted.