

# Careers

## Process Improvement Specialist (2 year term)



### Transform today. Shape tomorrow.

Ready to drive meaningful change? Corporate Services is seeking a Process Improvement Specialist for an 2 year term. In this role, you will lead process analysis and continuous improvement initiatives, identify efficiencies, and implement solutions that strengthen service delivery and business performance. As part of the Systems and Planning team, you will help build and manage key program areas while making a lasting impact on our organization and community.

#### Qualifications

The role requires a bachelor's degree in business, management, or a related field, plus at least two years of experience in business process analysis, performance management, or operational change. The ideal candidate will bring strong skills in process mapping, workflow optimization, data analysis, and reporting, along with knowledge of strategic planning and performance measurement. Experience with governance, policy development, and municipal or public sector practices is an asset.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$97,500 to \$113,000, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **June 2, 2026**

*Applicants not contacted within three weeks of the closing date are thanked for their interest*