



**SCHOOL DISTRICT 78**

**FRASER-CASCADE**

*EVERYONE PULLING TOGETHER*

**INTERNAL POSTING No. 25-013**

**CONTINUING**

## **UNION VACANCY NOTICE**

August 19, 2024

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Administrative Assistant (formerly School Secretary)  
Seven (7) hours/day, Five (5) days/week**

LOCATION: **Hope Secondary School**

HOURLY RATE: **\$ 29.50**

DEADLINE DATE: **August 26, 2024, at 2:00 p.m.  
(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications:

- Office Administration training and/or experience
- Computer experience required; experience with Word/Excel
- Experience using MyEducation BC preferred
- The ability to learn and use new software applications as needed

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Fax (604-869-7400)  
Phone (604-869-2411)  
Email [laurie.bjorge@sd78.bc.ca](mailto:laurie.bjorge@sd78.bc.ca)

**PLEASE POST ON SCHOOL BULLETIN BOARD**

**INTERNAL APPLICANTS ARE GIVEN FIRST CONSIDERATION**

All applicants not currently employed by this School District must sign a release to permit a criminal record review prior to confirmation of hiring