



SCHOOL DISTRICT 78

FRASER-CASCADE

EVERYONE PULLING TOGETHER

**INTERNAL POSTING No. 26-005
CONTINUING**

UNION VACANCY NOTICE

May 16, 2025

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: August 25, 2025

DESCRIPTION: Administrative Assistant
(7.5) hours/day, (4) days/week

LOCATION: Boston Bar Elementary Secondary School

HOURLY RATE: \$ 29.50

DEADLINE DATE: May 23, 2025, 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
- Duties will include support for Careers and Trades program
- 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

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