



**INTERNAL POSTING No. 26-061**  
**TEMPORARY**

## **UNION VACANCY NOTICE**

November 20, 2025  
Date of Distribution

Applications are invited for the following position as detailed below:

**EFFECTIVE DATE: Immediately to December 19, 2025 or return of the incumbent**

**DESCRIPTION: Administrative Assistant  
(4) hours/day, (5) days/week**

**LOCATION: DISTRICT**

**HOURLY RATE: \$ 29.50**

**DEADLINE DATE: Wednesday November 26, 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

Please direct all applications to: Human Resources  
School District No. 78 (Fraser-Cascade)  
650 Kawkawa Lake Road  
Hope, B.C. VOX 1L4  
Phone (604-869-2411)  
Email [Antigone.snider@SD78.bc.ca](mailto:Antigone.snider@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