



SCHOOL DISTRICT 78

FRASER-CASCADE

EVERYONE PULLING TOGETHER

**INTERNAL POSTING No. 26-056
CONTINUING**

UNION VACANCY NOTICE

November 5, 2025

Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **IMMEDIATELY**

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

LOCATION: **Kent Elementary School**

HOURLY RATE: **\$ 29.50**

DEADLINE DATE: **Wednesday November 12, 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
- 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
Phone (604-869-2411)
Email 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