



SCHOOL DISTRICT 78
FRASER-CASCADE
EVERYONE PULLING TOGETHER

INTERNAL POSTING No. 27-022
CONTINUING

UNION VACANCY NOTICE

June 18, 2026
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **August 31, 2026 (training will be scheduled in July)**

DESCRIPTION: **Administrative Assistant – Maintenance, Operations, Transportation**
Current 12-month position to change to a 10-Month Position
Eight (8) hours/day, Five (5) days/week

This position will work 7:00 a.m. – 4:00 p.m. with 1 hour lunch break

LOCATION: **District**
Physical location: ***Jim Sinclair Maintenance Centre***
1230 7th Ave, Hope

HOURLY RATE: **\$ 25.25-\$29.50**

DEADLINE DATE: **Wednesday June 24, 2026 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
- Provide clerical duties to the Maintenance and Transportation Department
- Schedule bus routes with additional runs for extracurricular events
- Dispatch via radio for district busing schedules and provide manifests
- Assign drivers/monitors and casuals on a daily basis

Please direct all applications to: **Human Resources**
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road, Hope, B.C. V0X 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