



UNION VACANCY NOTICE

June 23, 2026
Date of Distribution

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: Immediately

DESCRIPTION: Administrative Assistant – Inclusive Education and Career & Transitions
Current 10-month position to change to a 12-Month Position
Seven (7) hours/day, Five (5) days/week

JOB DESCRIPTION UNDER REVIEW

LOCATION: District
Physical location: Located at the Inclusive Education Building-Agassiz

HOURLY RATE: \$29.50

DEADLINE DATE: Monday June 29, 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 general clerical duties for the Inclusive Education Department
- Provide administrative duties for the Principal of Inclusive Education, the VP of Inclusive Education
- Maintain detailed data and record keeping
- Submitting reports to the Ministry of Education
- Assist in the organization and coordination of Career & Transition activities including field trips and career fairs, and liaise with outside agencies such as Skilled Trades B.C.

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