



Competition #V1827 Planning Office Assistant (Casual)

Internal Closing Date: 4:30 pm, Friday, February 21, 2025

External Closing Date: 4:30 pm, Friday, February 28, 2025

The Sunshine Coast

A natural paradise blessed with mild winters, beautiful surroundings, and showcasing the best aspects of outdoor adventure, arts, and culture. Bordered by rugged mountains and blue ocean waters, situated on a peninsula (not an island) in the ancestral lands of the shíshálh (Sechelt) and Skwxwú7mesh (Squamish) First Nations, this is the Sunshine Coast. Whatever hobby or interest you might enjoy, we have it right here. Hike the trails, get out in a kayak, try golfing, swimming, fishing, cross-country skiing, attend festivals, visit museums, go whale-watching, or any of the other recreational activities that are right at our doorstep. Big city life is only a 40-minute ferry ride away. A preferred tourist destination, a great place to live and play, now is the time to consider making this amazing place your 'home'.

Planning Office Assistant Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the casual position of Planning Office Assistant to provide clerical and administrative support for the Planning and Development Division, including during Advisory Planning Commission meetings scheduled outside of regular office hours. Further details can be found in the [job description](#) found at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called the very best compensation and benefit package that is out there. This position offers 6% vacation pay, and an additional 5% in lieu of statutory holiday pay after 30 days of employment. After 90 days of employment, casual employees are eligible for up to 5 paid sick days for previously scheduled work. Casual workers are also eligible to join the General Casual List for potential work opportunities elsewhere within the SCRD. And finally, all SCRD employees have access to the Employee and Family Assistance Program (EFAP) upon hire, for free, confidential counselling services.

The Planning Office Assistant is a bargaining unit position with a wage rate of **\$35.82 per hour**.

Please note: This position will provide administrative support during meetings scheduled outside of regular office hours. Early morning and evening work will be required, as per the flexible scheduling arrangement within the Collective Agreement. Please note that as this is a casual position, there are no regularly scheduled hours nor any guarantee of hours. Casual work is short notice relief work, 7 days a week, relieving employees who are on sick leave, leave of absence, vacation, or peak work periods for overload situations.

How to Apply

We look forward to hearing from you! Please send a current resume and a cover letter **quoting the competition number** via [email](mailto:hr@scrd.ca) by the closing date and time shown above. **In the subject line of the email please include your name and the competition number.** The SCRD is committed to equitable access to employment opportunities. We value a diverse workforce to best represent the communities we serve, and we thank all applicants in advance for your interest.

Contact: hr@scrd.ca or www.scrd.ca/careers