



Competition #V1970 Planning Office Assistant (Casual)

Internal Closing Date: 4:30 pm, Thursday, April 9, 2026

External Closing Date: 4:30 pm, Thursday, April 16, 2026

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 position of casual 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 are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the very best compensation and benefits packages 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 of 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. The Planning Office Assistant is a bargaining unit position with a wage rate of **\$36.81 per hour**.

Please note: This position will provide administrative support during Advisory Planning Commissions (APC) meetings scheduled outside of regular office hours. Evening work will be required to attend the APC meetings on weeknights in community facilities from West Howe Sound to Pender Harbour. 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