



Competition # V1604

Human Resources Assistant, Summer Student

Full-Time, Temporary

Closing Date: 4:30 pm, Monday, April 24, 2023

If you have visited here, you know how amazing it is. If you haven't, you really should check it out. Bordered by rugged mountains and situated on a peninsula (no, it's not an Island) in the traditional territory of the shíshálh and Skwxwú7mesh First Nations, this area is known for its mild winters, beautiful surroundings, arts, recreation, and culture, and it is a preferred tourist destination and a great place to live, work and play. You can hike, bike, camp, kayak, golf, do fiber arts, snowshoe, fish, scuba dive, walk the scenic trails in the amazing parks, windsurf or, as was portrayed in the former TV show on CBC, you could even get into some beachcombing here on the beautiful Sunshine Coast.

The Sunshine Coast Regional District is currently inviting applications for the position of Human Resources Assistant, Summer Student (Full-Time, Temporary). We are looking for a friendly and talented person to join our team and lend a helping hand over the summer season and possibly a bit longer! We are looking to provide some meaningful work experience that will include a variety of projects, exposure to a wide range of human resources (HR) management administrative and support services, and to assist in the delivery of various related programs and initiatives. The goal will be to supplement your classroom education with some In Real Life (IRL) experience.

This is an **exempt**, full-time, temporary position with a wage range starting at **\$28.48 per hour**. This position also includes 8% vacation pay, and an additional 5% in lieu of statutory holiday pay (after 30 days' employment). After 90 days' employment, this position is eligible for up to five (5) paid sick days.

Please note:

- **Preference will be given to a student enrolled in a Human Resources program, looking to gain valuable work experience.**
- **This is a temporary full-time position expected to last approximately 16 weeks.**
- **Some of the work can be completed remotely but there will be a need to actually work in the Field Road office at times and even touch some paper (I know – so old school!) rather than just electronic data.**

Interested? Then it's time to get creative and tell us all about you and your talents. Applicants for this position are invited to send a cover letter **quoting the competition number** and a copy of your resume via [email](mailto:employment@scrd.ca) to Human Resources by the closing date and time shown above. We understand applicants will not likely possess the qualification requirements, but those can be found in the job description available with the website posting.

Sunshine Coast Regional District

Email: employment@scrd.ca

Website: www.scrd.ca/employment