



Competition #V1875 Bylaw Services Clerk (Part-Time, Over 20 Hours Per Week)

Internal Closing Date: 4:30pm, Monday, July 7, 2025

External Closing Date: 4:30pm, Monday, July 14, 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'.

Bylaw Services Clerk Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the position of Bylaw Services Clerk to act as the divisional receptionist, receiving and handling phone calls and electronic communication, interacting with the general public at the front counter, and ensuring that all related verbal and written communication including in-person, electronic, and/or hard copy records, documents and correspondence are addressed or forwarded for further handling in an efficient and respectful manner. Further details can be found in the job description at www.scrd.ca/careers.

Compensation and Benefits

We have what is being called one of the very best compensation and benefits packages that are out there. Immediately upon hire, our comprehensive benefit package is yours! This means extended health and dental coverage, including pro-rated eyewear and eye exams, orthotics, and up to \$1250 annually for chiro, massage, acupuncture, physio, and more. In addition to three weeks of vacation, we offer 13 paid statutory holidays (after 30 days of employment), as well as paid family responsibility leave, pro-rated sick leave, short-term and long-term disability leave, group life insurance, accidental death and dismemberment coverage, participation in the Municipal Pension Plan (MPP), and free confidential counselling services.

The **Bylaw Services Clerk** is a bargaining unit position with a wage rate of **\$34.43 per hour**, working hours may vary but are expected to be about 21 hours per week with potential opportunities for additional hours.

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