



Competition #V2025 Legislative Assistant (Full-Time, Temporary)

INTERNAL ONLY

Internal Closing Date: 4:30pm, Thursday, August 6, 2026

Legislative Assistant Position Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary full-time position of Legislative Assistant to provide support to the current Legislative Assistant with election related activities. This position provides confidential administrative support to the Deputy and Corporate Officer, as well as a wide range of professional administrative duties under tight deadlines. This position requires a high level of accuracy, confidentiality and discretion. Further details are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We offer a competitive compensation package available as soon as you take up the position!

This position includes an additional \$3.05 per hour cash-in-lieu of benefits, offers 6% vacation pay, and after 30 days of employment the wage rate will include an additional 5% in lieu of statutory holiday pay. After 90 days of employment, casual employees are eligible for up to five (5) paid sick days for previously scheduled work. **Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage.**

The Legislative Assistant is a bargaining unit position with a wage rate of **\$39.81 per hour**, working 35 hours per week, in a temporary capacity. **The temporary assignment is expected to begin as soon as possible, with some flexibility on the start date, and will continue until October 17, 2026. At the end of the assignment, the successful candidate will return to their former position.**

How to Apply

We welcome your application! 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