



Competition #V2027

Administrative Assistant, Planning and Development (Full-Time, Regular)

Internal Closing Date: 4:30pm, Wednesday, August 19, 2026

External Closing Date: 4:30pm, Wednesday, August 26, 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.

Administrative Assistant, Planning and Development Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the full-time position of Administrative Assistant, Planning and Development to coordinate and manage day-to-day administrative duties for the Planning and Development Department. This includes coordinating meetings, developing agendas, taking and distributing minutes, administering actions from Committee meetings and providing clerical support to the General Manager and other members of the Planning and Development Department. Further details are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We offer a competitive compensation package, including comprehensive benefits available as soon as you join us! Are you currently working full-time in local government or in the public sector (4+ years)? If so, we thank you for your service, and we demonstrate our appreciation by enhancing your initial annual vacation entitlement, which starts at three weeks, upon hire. We look forward to discussing this further during the interview process. In addition, we provide extended health and dental coverage, including paid eyewear and eye exams, orthotics, and up to \$1250 annually for chiro, massage, acupuncture, physio, and more. In addition to vacation, we offer 13 paid statutory holidays (after 30 days of employment), as well as paid family responsibility leave, 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 an Employee Family Assistance Program.

The Administrative Assistant, Planning and Development is a bargaining unit position working 35 hours per week at **\$39.81 per hour (Under Review)**.

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. We thank all applicants in advance for your interest.

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