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## **Permanent External Posting 2025-2026**

### **Dispatch Clerk/Secretary (10.02)**

qathet School District is seeking a Dispatch Clerk/Secretary to join the team at the District Administrative Office.

The District serves the educational needs of approximately 3000 students through elementary and secondary (Gr. 8-12) schools and other educational programs and employs approximately 400 staff. Located on the Sunshine Coast, combining the natural beauty, amazing outdoor recreation opportunities associated with the Powell River lifestyle, and an exciting and fulfilling work environment, it is ideal for those pursuing a healthy balance both professionally and personally.

Under the direction of the Director of Human Resources or designate, the Dispatch Clerk/Secretary performs a range of administrative duties, with a primary focus on coordinating the dispatch of Teachers Teaching on Call (TTOCs) and casual support staff. This role requires sound judgment, the ability to work independently, and a commitment to fostering positive interactions with staff and the public.

#### **Qualifications and Experience**

- High School graduation
- Completion of a one year accredited public post-secondary Office Administration Certificate
- Courses in basic accounting, record keeping and computer application skills
- One year of recent secretarial experience preferably in a public school setting

#### **Salary and Application Details**

This is a unionized CUPE Local 476 position. It offers an hourly wage rate of \$33.26 per hour. The schedule is Monday to Friday from 6:00am – 10:00am (4.0 hours per day) at the District Administrative Office. This is a permanent position commencing on August 28, 2025.

Interested applicants are asked to apply via email to [hr@sd47.bc.ca](mailto:hr@sd47.bc.ca) or via Make a Future. Please provide a cover letter, resume, contact information for three supervisory references, and copies of relevant certifications.

Deadline for applications is **Thursday, August 21, 2025, at 3pm.**

**For further information regarding this position, please contact the Director of Human Resources, Maureen Benoit, at 604-414-2603.**

**We appreciate all interest in this position however, only those selected for an interview will be contacted by the District.**

