Competition #V2053
Project Assistant
(Full-Time, Temporary)

Closing Date: 4:30pm, Thursday, December 10, 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.

Project Assistant Position Overview

The Sunshine Coast Regional District (SCRD) is currently inviting applications for the temporary full-time position of Project Assistant to provide administrative and coordination support to the Project Delivery and Corporate Initiatives (PDCI) Department, as well as the Utility Services Division. The position supports capital planning, project delivery, ports administration, utility services, public enquiries, and communications. Responsibilities include maintaining departmental records and tracking systems, monitoring outstanding requests and actions, and coordinating information between staff, contractors, stakeholders, and the public to support effective service delivery. Further details are included in the job description found at www.scrd.ca/careers.

Compensation and Benefits

We offer a competitive compensation package immediately upon hire. 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, temporary employees are eligible for up to five (5) paid sick days for previously scheduled work. We also provide for free confidential counselling through an Employee Family Assistance Program (EFAP). **Please note that current regular employees of the SCRD who post into temporary vacancies will retain full benefit coverage.**

The Project Assistant is a bargaining unit position with a wage rate of **$36.81 per hour (Under Review)**, working 35 hours per week, in a temporary capacity expected to last for approximately 18 months. At the end of the temporary assignment, you will revert to casual status and can apply to join the General Casual List and potentially access work in other areas.

How to Apply

We welcome your application! Please send a current resume and a cover letter quoting the competition number via email 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.