



# Scheduling Administrator (12-18 months) Full-Time

Campbell River Region  
Campbell River

Wednesday May 27, 2026

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\$21 - \$25/ hour (\$24.97)

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**Company:** Rivercity Inclusion Society

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**Industry:** Management/ Administration

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**How to apply:**

Visit: <https://rivercityinclusion.ca/external-posting/scheduling-administrator-temporary> and apply via portal

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**Expiry Date:**

Wednesday, June 10, 2026

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**Details:**

Nature of Position: Rivercity Inclusion is a large non-profit organization whose purpose is to advocate for and provide services to improve quality of life for people of all ages with support needs, their families, and caregivers. We envision a safe and inclusive community promoting choices, opportunity and belonging. We are looking for a temporary full time, detail-oriented and organized Scheduling Administrator to support program supervisors in the filling of staff vacation coverage or extended absences throughout the calendar year based on established guidelines. The ideal candidate will have experience working in large software systems and possess intermediate Excel skills. Duties: •Based on program supervisor requests, schedules casual staff to fill shift vacancies •Using society procedures and systems, contacts relevant staff to fill temporary staffing shortages •Maintains regular contact with casual staff, ensuring availability and contact details kept up to date •Inputs data into spreadsheets and relevant parts of the scheduling software •Receives shift cancellations from supervisors and backfills gaps •Performs data entry and word processing functions •Assists in scheduling software updates •Performs word processing, data input and typing when sending emails and internal communications •Answers the phone and inquiries relating to employee scheduling •Compiles and distributes weekly call-out list •Other related duties as required Union Status: BCGEU

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**Qualifications & Experience:**

Requirements: •One year of post-secondary in Office Administration, Business Administration, or equivalent •Minimum three years of experience in an administrative role •Consent to criminal record check •Negative TB test results Qualifications / Knowledge / Skills: •Highly organized, flexible, with excellent time management skills •Comfortable working under pressure in a fast-paced environment with competing priorities •Strong problem-solving skills •Maintains

professionalism and courteousness when interacting with coworkers •Excellent all round communication skills with attention to detail •Intermediate skills using MS Office Suite and other database software •Ability to work as part of a team and independently

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