



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwít̓daḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ḡwεmaḡwu (Bute Inlet) First Nations.

SUPPORT STAFF

Position:	Career Programs Advisor
Posting Number:	SY2627-ADV-001
Term of Employment:	Temporary
Start Date:	September 9, 2026 to June 30, 2027
Hours/Day/FTE:	Monday-Friday, 35 hours per week
Wage/Salary:	\$32.48 per hour
Deadline to Apply:	4:00pm on Friday, July 24, 2026

Join Our Team

School District 72 is looking for a Career Programs Advisor, for the weekly hours indicated, while school is in session. This position reports directly to the Associate Superintendent.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

About the Role

The Career Programs Advisor plays a vital role in supporting and promoting Career Education programs primarily at the secondary grade level within School District 72. The position reports to the Associate and/or Superintendent responsible for careers education and collaborates with school career teachers, counselors, career facilitators, and students to provide comprehensive career and post-secondary information.

Specific Responsibilities

- Develops and maintains electronic and print announcements, including website updates, visual displays, newsletters, and community news articles to promote career education activities and exchange programs.
- Acts as a liaison between external agencies and the school, facilitating the advertisement and promotion of volunteer and employment opportunities in consultation with school and district-based staff.
- Guides and supports students and staff on job search methods, resume preparation, interview skills, labor market and occupational research, and application processes.
- Conducts training sessions for students to enhance their job-seeking skills.
- Collaborates with career program teachers to promote and provide support for Youth Work in Trades, Youth Train in Trades, Work Experience, and post-secondary transition programs.

- Develops district-wide systems, reporting tools, contracts, and promotional materials to ensure consistency throughout the district.
- Collects, compiles, and verifies student records, Ministry reports, post-secondary reports, and Skilled Trades BC reports.
- Provides information and responds to inquiries about careers and post-secondary opportunities to students and their families.
- Assists students in utilizing career exploration computer programs.
- Conducts meetings with students and staff to facilitate career planning and discuss post-secondary opportunities.
- Liaises with employers to establish and maintain a district-wide database of potential employers.
- Operates computers, including software applications, and utilizes general office equipment.
- Provides assistance and direction to students with varying strengths and interests.
- Other related duties as required.

Bring your Expertise

- Grade 12 supplemented by a college certificate program with relevant courses in career development or a related field, from a recognized post-secondary institution, plus one year experience working with adolescents, or an equivalent combination of education and experience.
- Ability to organize workload, meet deadlines and complete assignments with minimal supervision.
- Strong judgment when dealing with diverse assignments and situations.
- Excellent verbal and written communication skills for effective stakeholder engagement.
- Strong interpersonal skills, including the ability to work collaboratively with counsellors, teachers, and administrators.
- Ability to work with students of all backgrounds and encourage them to pursue their career goals.
- Skill in organizing and presenting information to diverse groups and individuals.
- Knowledge of adolescent behavior and psychology or experience working with secondary school-age students is an asset.
- Proficiency in the MS Office suite, word processing, spreadsheets, database management, and presentation software.
- Knowledge of the MyEd BC student administration system preferred.
- Familiarity with WCB and WHMIS regulations, emphasizing safe work habits.
- Knowledge of Ministry of Education graduation requirements preferred.

Contribute to Our Success

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

Join Our Community

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

Experience the Benefits of SD72

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program as outlined in the Canadian Union of Public Employees (CUPE), Local 723 along with competitive vacation and sick day entitlements.

Employment Equity

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

How to Apply

Please submit applications through the [School District 72 Job Connect Portal](#). We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).

In accordance with Article 16.01 (a), "the applicant with the greatest seniority and having the required qualifications, skills and ability to perform the job applied for shall be awarded the position."

The district reserves the right to employ methods of assessment to assess qualifications, skills and ability. Assessment of qualifications, skills and ability may include, but not limited to, hours of experience, proof of certification, testing, interviewing, probationary periods and so on.