



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • [www.cmsd.bc.ca](http://www.cmsd.bc.ca)

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February 27, 2025

## HUMAN RESOURCES OFFICER

Coast Mountains Board of Education School District 82 is inviting applications for the position of Human Resources Officer.

Coast Mountains Board of Education is located in Northwestern British Columbia and includes the communities of Terrace, Kitimat, Hazelton, Kitwanga and Stewart. Education and support services are provided in 31 different facilities to 4500 K – 12 students. This position is based out of Terrace and may require travel to the other communities.

The Human Resources Officer is responsible for providing advice and service on a variety of matters relating to payroll, personnel administration, collective agreement administration, grievances, labour relations and other duties as assigned. This position supports the Human Resources Department and reports to the Director of Human Resources.

The ideal candidate should have a post-secondary degree in a related field. An equivalent combination of training and experience working within an educational environment with a minimum of five years of experience within a large unionized environment may also be considered.

Knowledge of computers, Microsoft Office, and data base applications is essential.

Candidates' resumes should clearly demonstrate their related qualifications, copies of licenses, certificates, etc., and their references' names and phone numbers.

The district offers a competitive compensation package commensurate with qualifications with a salary range of: \$69,454.00 - \$86,818. The closing date for this position is **March 12, 2025 at 4:00 p.m.**

For further information, please contact Kiran Bath, Director of Human Resources (250) 638 4441.

Please submit application to the attention of:

Kiran Bath, Director of Human Resources  
Human Resources Officer Competition  
Coast Mountains Board of Education, School District 82  
3211 Kenney Street, Terrace, BC, V8G 3E9  
Phone: (250) 638-4441  
Email: [hr@cmsd.bc.ca](mailto:hr@cmsd.bc.ca)

Note: Successful applicant will be subject to the terms of the Criminal Records Review Act. Only short listed candidates will be contacted.