

**Contract Posting #: SD 1922025AD**

Posting Date: February 17, 2026

Closing Date: February 24, 2026

<p><b>Contract Opportunity</b></p>	<p><b>HR Administrative Support</b></p>		
<p><b>Team</b></p>	<p>Human Relations</p>	<p><b>Team Lead</b></p>	<p>Director of Human Relations</p>
<p><b>Summary of the Opportunity</b></p>	<p>SelfDesign Learning Foundation is seeking an experienced Administrative Support contractor to contribute to the smooth functioning of the Human Relations (HR) team and to help deliver consistent, service-oriented support to educators, contractors, and leaders across the organization.</p> <p>The scope of work includes coordinating contract administration, supporting recruitment and onboarding tasks, organizing digital records, maintaining accuracy across HR workflows, and ensuring timely communication through shared mailboxes.</p> <p>This role is well suited for someone with strong administration experience who thrives in a digital-first environment, values confidentiality and consistency, and enjoys supporting other SelfDesign teams in a collaborative, learner-focused organization.</p> <p>As part of the Human Relations team, this support role provides hands-on operational and coordination support across multiple programs and teams. Working within evolving priorities and changing timelines, the role requires adaptability, respect for diverse working styles and perspectives, and a service-oriented approach. This role is key to supporting a positive and consistent HR experience for teams and contractors, both internally and externally.</p>		
<p><b>Work Environment</b></p>	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 5:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>		
<p><b>Timelines</b></p>	<p>Contract start date: April 1, 2026</p> <p>Contract end date: July 31, 2026 with an opportunity to renew.</p> <p>This is a full-time contract opportunity (approximately 35–40 hours per week).</p>		
<p><b>Budget</b></p>	<p>\$50,000 - \$55,000 per annum prorated to start date.</p>		

<p>To Respond To This Opportunity</p>	<p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a>.</b></p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> <li>● Why you are interested in this opportunity.</li> <li>● Your availability, particularly if you have other commitments.</li> <li>● Evidence of a successful track record providing services similar to our request in a comparable work environment.</li> <li>● Any experience working in online, distributed, or educational settings (if applicable)</li> </ul> <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>Applicants may request accommodation at any stage of the recruitment and selection process. SelfDesign will work collaboratively to support individual needs.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>
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Contract Details			
Oversight	You will work at the direction of the Team Lead.		
Services Required	<ul style="list-style-type: none"> <li>● Support contract administration, including onboarding, amendments, and offboarding.</li> <li>● Prepare, send, and track HR documentation and contracts using digital tools (e.g. DocuSign).</li> <li>● Maintain accurate HR records, templates, and organized digital filing systems.</li> <li>● Support recruitment processes, including postings, coordination, and follow-up documentation.</li> <li>● Monitor and respond to shared HR mailboxes with clear, timely communication.</li> <li>● Assist with the development and upkeep of HR documentation, checklists, and standard operating procedures (SOPs).</li> <li>● Attend meetings as required and complete additional deliverables as agreed with the Team Lead.</li> </ul>		
Competencies	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%; padding: 0 10px;"> <ul style="list-style-type: none"> <li>● Achievement orientation</li> <li>● Client focus</li> <li>● Attention to detail</li> </ul> </td> <td style="vertical-align: top; width: 50%; padding: 0 10px;"> <ul style="list-style-type: none"> <li>● Planning and organizing</li> <li>● Critical thinking</li> <li>● Computer and digital literacy</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>● Achievement orientation</li> <li>● Client focus</li> <li>● Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>● Planning and organizing</li> <li>● Critical thinking</li> <li>● Computer and digital literacy</li> </ul>
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	<ul style="list-style-type: none"> <li>• Emotional intelligence and resilience</li> <li>• Integrity and confidentiality</li> <li>• Initiative and self-direction</li> <li>• Cross team collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• English literacy</li> <li>• Fostering communication</li> <li>• Google Workspace</li> </ul>
Experience and Credentials	<ul style="list-style-type: none"> <li>• 2–3 years administrative experience in HR/people operations is an asset, preferably in an educational, non-profit, remote, or service-rich environment.</li> <li>• Demonstrated experience supporting confidential processes with accuracy and effective workflow coordination.</li> <li>• Experience with digital record keeping and SOP development is an asset.</li> <li>• Experience working with remote/online teams using Google Workspace is preferred.</li> <li>• Equivalent combinations of experience and education will be considered.</li> </ul>	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> <li>• Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28).</li> </ul>	

**About SelfDesign**

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

**Working with us**

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

**We** provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Workspace
- Zoom for video meetings/conferencing.

**You** provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at [www.selfdesign.org](http://www.selfdesign.org) and read our [Community Report 2024](#).