

Contract Posting: SD1992025AD

Posting Date: December 3, 2025

Closing Date: December 15, 2025

Contract Opportunity	Administrative Support - Vendor Management		
Team	Inclusive Education - Procurement	Team Lead	Inclusive Education - Procurement Lead
Summary of the Opportunity	<p>SelfDesign Learning Foundation is seeking an experienced administrative professional, ideally with a background in supporting the preparation of contracts.</p> <p>The scope of work includes:</p> <ul style="list-style-type: none"> • Setting up and maintaining vendor accounts. • Collecting required documentation from vendors. • Ensuring that all vendor records remain accurate and current. • Preparing, processing, and managing service contracts and agreements. • Supporting contract accuracy using an enterprise resource planning system and DocuSign®. • Maintaining accurate learner accounts and budgets. • Communicating with service providers, families, educators, finance, and procurement teams. • Managing shared inboxes and providing clear, supportive communication. <p>This is a 6 month contract opportunity, equivalent to a full time position, from February 2026 to July 31, 2026 with the possibility of extension.</p> <p>This role is ideal for someone with impeccable attention to detail, enjoys a process driven work environment, strong comfort level using and learning new applications, technology and administrative systems, strong multi-tasking ability, and experience working in a remote work environment.</p> <p>The ideal candidate will possess a service focused mindset as evidenced through a collaborative, solution focused approach and professional communication.</p>		
Work Environment	We are a remote organization.		

	<p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 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>
Timelines	<p>Contract start date: February 1, 2026</p> <p>Contract end date: July 31, 2026</p>
Budget	\$3,800 - \$4,400/month
To Respond To This Opportunity	<p>Read the contract details below.</p> <p>Email a cover letter and your resume to opportunities@selfdesign.org</p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> • Why you are interested in this opportunity. • Your availability, particularly if you have other commitments. • Evidence of a successful track record providing services similar to our request in a comparable work environment. <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received. Only candidates selected for an interview will be contacted.</p> <p>Interviews will be scheduled in January.</p>

Contract Details	
Oversight	You will work at the direction of the Inclusive Education - Procurement Team Lead.
Services Required	<ul style="list-style-type: none"> • Maintain precise vendor documentation, records and reports. • Prepare updated learner budgets accurately. • Recommend improvements to Inclusive Education procurement systems and processes. • Attend meetings as required • Review and update work assigned regularly. • Complete other deliverables as required and mutually agreed upon with the Team Lead.

Competencies	<ul style="list-style-type: none"> • Process orientated • Attention to detail • Client focus • Computer and digital literacy • English literacy 	<ul style="list-style-type: none"> • Fostering communication • Initiative • Multi-tasking • Collaborative and solution focused.
Experience and Credentials	<ul style="list-style-type: none"> • Demonstrated experience in administration, contracting and vendor management. • Related degree, certification or an equivalent combination of work experience. 	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> • Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28). 	

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 Drive, Docs, and Sheets
- 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 and read our [Community Report 2024](#).