



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

B.C. Christian Academy, located at 1019 Fernwood Ave, Port Coquitlam, BC V3B 5A8 is a Pre-K to Grade 12 independent Christian School in the Tri-Cities, B.C, Canada. We are passionate about equipping students to impact the world for Jesus. Our motto, the 3 “C”s – Christ, Compassion, and Community are key values that make BCCA unique and what guides us in pursuing our vision. When you join our school, you become a part of a Christ-centred, warm and caring community. See: <https://www.bcchristianacademy.ca/careers/>

We are currently looking to fill two paid internship positions in our Marketing Department. These positions are part of the Canadian Summer Jobs (CSJ) Program and will run from October 2021 – February 2022.

Responsibilities

- Contribute and collaborate with the Marketing and Development team with assigned projects and campaigns
- Help organize and carry out different marketing events in BCCA
- Assist with the production of marketing materials and collateral
- Ability to help write content for different platforms such as social media, website, and press releases
- Provide administrative and clerical support for a variety of marketing programs

Qualifications

- Strong written and verbal communication skills
- Creativity and Good teamworking skills
- Attention to detail
- Organizational and time management skills
- Knowledge of relevant marketing tools and applications is a plus
- Ability to contribute to new and existing digital initiatives
- Familiarity with Canva or other digital editing platform is an asset
- Familiarity with Microsoft Office Productivity Apps
- Familiarity with Gmail and Google Drive

How to apply:

Please send your resume with two professional references to anaenduma@bccaschool.ca

While we thank all applicants for their interest, only those candidates under consideration will be contacted. Thank you for your interest in BC Christian Academy!