



# 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 a **full time MARKETING ASSISTANT** position in our Marketing Department.

Responsibilities

**Duties include but are not limited to:**

1. Assist the Marketing Coordinator/Director with various marketing and development programs and initiatives
2. Help write and design marketing materials, which include but are not limited to articles, presentations, brochures, advertisements, press releases and newsletters
3. Assist with Public Relations projects and events in the community
4. Help develop and organize workshops, meetings, ceremonies, and other events for publicity, fundraising and information purposes
5. Capable of creating graphic design and writing engaging content for school website, future school app and social media platforms
6. Assist with database management and help provide reports and updates
7. Support communication and logistics for events, open houses, and school tours
8. Help provide other administrative support for a variety of marketing and development programs



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## Qualifications:

- Ideal candidate has 1+ years of marketing experience in a similar position
- Some post-secondary education/diploma in Marketing/Graphic Design or equivalent credentials
- Up to date with social media marketing trends
- Familiarity with video editing software or platform
- Knowledge of WordPress & website content management
- Having Adobe Suite skills is an asset: Photoshop, Illustrator and/or In Design
- Very strong computer skills and knowledge of MS Suite and Google applications
- Thrives on multi-skilling and enjoy a variety of marketing related tasks

## How to apply:

Please send your cover letter, resume, 2 professional references, 1 Pastoral Reference (name of your Pastor and contact number/email), and a Personal Statement of Faith in Jesus Christ to [anaenduma@bccaschool.ca](mailto: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!