



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian School in the Tri-Cities, B.C, Canada. We are passionate about our Vision of *equipping students to impact the world for Jesus Christ.*

We are looking to fill full-time Office Assistant cum TOC for the 2024-2025 School Year. This position will serve in Elementary, Middle, and High Schools. We welcome applications with the following knowledge and skills:

- **Strong interpersonal, communication, and collaborative skills**
- **Organized and detail-oriented**
- **Completed Post-Secondary Education - Diploma or University degree**
- **Extensive work experience in providing office support in a school environment**
- **Competent in the use of MS Office - Google, Word, Excel, PowerPoint**
- **Willing to work some evenings or weekends to support School events**
- **Manage and maintain database of Teachers-On-Call**
- **Arrange TOCs for all 3 campuses**
- **Assist with class management when required (for all 3 campuses)**

Eligible applicants should include the following in their application package, to be forwarded electronically to our Admin Assistant, Ms. Peck Lim at admin@bccaschool.ca:

- **Resume, including 3 professional references**
- **Pastoral Reference (name of your Pastor and contact number/email)**
- **Personal Statement of Faith in Jesus Christ**
- **Philosophy of Christian Education**
- **Copy of related certificates and other supporting documents (workshops or professional courses completed)**

Benefits:

- **Extended Health Care**
- **Dental Care**
- **RRSP**
- **Staff discount on tuition fees**

Thank you in advance for your application. Only shorted-listed applicants will be contacted.

bcchristianacademy.ca | office@bccaschool.ca

Elementary School Campus | 1019 Fernwood Ave. Port Coquitlam BC V3B 5A8 | 604.941.8426

Middle School Campus | 2329 Fremont Connector Port Coquitlam V3B 0M3 | 236.688.4099

High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.4826