



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian School of 550 students, and a Kids Club (Daycare centre) of 300 students in the Tri-Cities, B.C, Canada. We are passionate about equipping students to impact the world for Jesus Christ. 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.

We have an immediate opening for an Office Assistant. This is a vital role in the daily operation and organization of the school office. This position supports administrative functions across K-12, with a focus on Elementary School, and ensures smooth communication with parents, students, and staff. The successful candidate will be detail-oriented, efficient, and a collaborative team player who thrives in a fast-paced educational environment.

This position is best for someone independent, self-motivated, service-driven, and quick to help others. The individual will model servant leadership and integrate biblical principles into their work, fostering a supportive environment in the school’s mission to glorify God and equip students for life and service. The Office Assistant must agree to the school’s Mission, Vision, Statement of Faith, and demonstrate a personal commitment to Jesus Christ as Lord and Savior.

Your primary areas of responsibility are:

Front Office Duties:

- Manage front desk: greet and assist walk-ins, answer phones, support students and visitors
- Register latecomers and manage daily K-12 attendance reports
- Assist with elementary student medical needs and emergencies
- Supervise Elementary School bus students in the morning

Administrative Support:

- Assist Elementary Secretary with various admin tasks
- Handle student record requests and submit files to new schools
- Manage and process applications for Grades 1-4
- Schedule and arrange interviews for new student admissions
- Support year-end awards preparation and ceremonies
- Communicate with Elementary parents regarding school events and updates
- Update the Elementary School Calendar

Data and System Management:

- Manage and office support for MyEdBC system: end-of-year rollover, start-of-year setup (K-12), new student setup, etc
- Perform annual archive K-12 report cards, attendance reports
- Prepare and generate the 1701 Report

bccchristianacademy.ca | office@bccschool.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 | 778.819.6620

High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.8534

- Create Elementary School courses on MyEdBC and run reports for Elementary
- Key liaison staff for MyEDBC team on support issues.
- Assist in preparing/creating reports & spreadsheets for annual ES School audits
- Perform general data entry tasks

Office Operations:

- Fulfill gym strip and Bible orders
- Maintain Gym Strip and Bible Inventory spreadsheet
- Book buses for ES events
- Provide support for laminating, filing, photocopier maintenance, toner replenishment, and ordering office supplies
- Any other ad hoc office support duties assigned

You will be a great fit if you have:

- Strong computer skills, including proficiency in Google Workspace and Microsoft Office Suite
- Comfortable using and learning database systems (MyEdBC experience is a plus)
- Excellent organizational and time management skills
- Clear communicator with strong interpersonal skills
- Ability to multitask and remain calm under pressure
- Demonstrated ability to handle sensitive information with confidentiality
- Experience in a school or office setting preferred

Desirable Attributes

- Experience with educational technology platforms and tools.
- Commitment to a Christian worldview and the mission of the school.
- Ability to communicate clearly.

Work Schedule:

Full-time, Monday to Thursday during the school year and Friday, 8am to 1pm. Some flexibility may be required for year-end activities or special events.

We offer:

- A collaborative and rewarding work environment.
- Competitive compensation based on experience. Our benefits package includes medical, dental, vision coverage, RRSP matching, life insurance and AD&D coverage.
- A culture that supports safety, innovation, learning, diversity, and teamwork.
- Salary Range - \$21.40 to \$27.04 per hour (Your actual pay will be based on your skills and experience)

How to apply:

Eligible applicants should include the following in their application package, to be forwarded electronically to our Elementary Principal, Beth Peters, at bpeters@bccaschool.ca:

- Resume, including 3 professional references
- Pastoral Reference (name of your Pastor and contact number/email)
- Personal Statement of Faith in Jesus Christ

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. All applications are considered confidential.