



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. Please visit our [BCCACareers](#) page

We are currently looking to fill a **COMMUNITY ENGAGEMENT (MARKETING) ASSISTANT** Half Time position.

Department: Community Engagement

Reports to: Community Engagement Coordinator

Position Type: Half-Time (20 hours per week)

Location: BC Christian Academy, Port Coquitlam, BC

Expected Start Date: August 2025

Position Overview:

BC Christian Academy is seeking a highly motivated, creative, and multitasker Community Engagement Assistant to support the school's marketing and community-building efforts. This position plays an important role in promoting its Christ-centered mission and fostering meaningful connections within the school and broader community.

Responsibilities:

Program Administration

- Support the administration of school community programs, including: Parent Volunteering Program (PPP) using OnVolunteers or related platforms and Hot Lunch Program, using Munchalunch including scheduling, communications, and volunteer coordination
- Other school initiatives that engage the parent and school community
- Provide administrative support for the Community Engagement Office

Events, Fundraising, & Community Engagement

- Assist in organizing and executing school-wide events and community outreach initiatives
- Support logistical needs for major school events such as Back to school social, Pastor Appreciation Day, Grandparents Day, Open Houses, and seasonal programs
- Help prepare event materials, coordinate volunteers, and ensure smooth event operations
- Support school fundraising events and initiatives such as Walk-A-Thons and Breakfast fundraisers/gala

Marketing & Communications

- Support brand-aligned content creation, including graphics, posters, and promotional materials
- Capture and organize photos and videos for use in storytelling and school promotion

Qualifications:

- A heart for Christian education and alignment with the values and mission of BC Christian Academy
- Strong oral and written communication skills
- Highly organized, detail-oriented, and proactive in taking initiative
- Fast learner, tech-savvy and proficient in *tools* such as Google Workspace, Volunteering & hot lunch softwares and Canva, social media platforms, and basic website CMS
- Graphic design, photography, or video editing experience is an asset
- Ability to work independently and collaboratively in a fast-paced environment
- Previous experience in a school or non-profit setting is a plus
- Warm, relational, and excited about building and strengthening community
- A team player with a flexible, servant-hearted attitude

How to Apply:

Please send your cover letter, resume, and a Personal Statement of Faith in Jesus Christ 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!