



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 on the BCCA website for more information.

Position Title: Full Time Community Engagement (Marketing) Assistant (Maternity Leave Coverage)

Duration: Temporary approximate dates: August 18, 2025 to August 31, 2026 (subject to change)

Salary Range: \$23.09 - \$29.85

Overview:

We are seeking a qualified and reliable professional to temporarily fill the position of Marketing Assistant during a one year maternity leave period. This role will support various marketing and communications initiatives that reflect our Christ-centered mission and commitment to community engagement. The ideal candidate is organized, creative, and passionate about Christian education.

Responsibilities:

Marketing & Communications

- Support brand-aligned content creation, including graphics, posters, and promotional materials
- Assist in the creation of engaging content for social media, newsletters, website, and other digital platforms
- Assist with administrative, logistical support and execution of additional school initiatives that foster engagement and strengthen the connection between parents and the broader school community
- Capture and organize photos and videos for use in storytelling and school promotion
- Collaborate with staff to gather relevant stories, testimonials, and event highlights

Events & Community Engagement

- Assist in organizing and executing school-wide events, fundraising, and community outreach initiatives 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
- Participate in occasional after-hours or weekend school events as required
- Support day-to-day marketing and community engagement operations in a fast-paced, team-oriented environment
- Drive to off-campus locations for event setup, community outreach, or material pick-up as needed
- Lift and carry supplies, event materials, or equipment when necessary

Qualifications:

- A heart for Christian education and alignment with the values and mission of BC Christian Academy
- Strong oral and written communication skills
- Passion for social media, digital marketing, and storytelling
- Highly organized, detail-oriented, and proactive in taking initiative
- Fast learner, tech-savvy and proficient in tools such as Google Workspace, Canva, social media, marketing and communication 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
- A team player with a flexible, servant-hearted attitude

How to Apply:

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