



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: July 2025

Salary Range: \$23.09 - \$29.85

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

- Provide administrative support for key school community programs, including the Parent Participation Program (PPP), Hot Lunch Program, and other initiatives.
- Oversee and manage related platforms such as OnVolunteers (PPP) and Munchalunch (Hot Lunch), including task scheduling, parent communication, and volunteer coordination.

- Assist with the execution of additional school initiatives that foster engagement and strengthen the connection between parents and the broader school community.

Events, Fundraising, & 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

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, Onvolunteers & Munchalunch softwares, Canva, and basic marketing and communication platforms
- Graphic design, photography, or video editing experience is an asset
- Ability to work both independently and collaboratively in a fast-paced, team-oriented environment
- Flexibility to support occasional after-hours or weekend events (e.g., three Open Houses typically held on Saturday mornings)
- Previous experience in a school or non-profit setting is an asset
- Comfortable with the physical demands of the role, including event setup, lifting supplies, and traveling between multiple campuses and off-site locations for tours and events
- 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 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!