



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: Community Engagement Assistant (Maternity Leave Coverage - 30 hours/week)

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: (Revised as of 7.21.25)

Community Engagement, Admin, & Events

- 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.
- Help prepare event materials, coordinate volunteers, and ensure smooth event operations
- Assist with the execution of additional school initiatives that foster engagement and strengthen the connection between parents and the broader school community.

- 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

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
- Collaborate with staff to gather relevant stories and event highlights

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, Canva, and basic website/software like Munchalunch and OnVolunteers
- Flexibility to support occasional after-hours or weekend events (e.g., three Open Houses typically held on Saturday mornings)
- Drive to off-campus locations for event setup, community outreach, or material pick-up as needed and for tours and events
- Comfortable with the physical demands of the role, including event setup, lifting supplies,
- Support day-to-day marketing and community engagement operations in a fast-paced, team-oriented environment
- Previous experience in a school or non-profit setting is an asset
- 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, 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!