



Western Canada Region

## School Position Employment Form

ACSI WC office is collecting only a brief summary of the information. Applicants interested in the position will need to contact the schools directly for the details.

Name of School	British Columbia Christian Academy
Position Available	School Office Secretary (Full Time)
Requirements for the Position	(Maximum of three lines)
	Committed follower of Jesus Christ and actively involved in her/his church
	Highly proficient in MS Office, 2+ years experience in Secretarial/Admin work, familiar with BC School System preferred
	Cover letter, resumé (with references), personal philosophy of Christian Education and a testimony of personal faith in Jesus Christ
Contact Info	
Name	Peck Lim, Admin Assistant
Address	1019 Fernwood Ave., Port Coquitlam, B.C. V3B 5A8
Phone/Fax	(604) 941-8426 / (604) 945-6455
Email/Website	admin@bcchristianacademy.ca /www.bccchristianacademy.ca

Send to [admin@acsiwc.org](mailto:admin@acsiwc.org) or Fax 403-948-2395

Are you an ACSI Member School?  yes  no

*If yes, no payment is required*

*If no, a fee of \$75 is required and below are the two payment options. Information will be processed once payment is received.*

*Payment Options (choose one)*

Check attached made payable to ACSI, 44 Willow Brook Drive NW, Airdrie, AB T4B 2J5

Charge credit card:  Visa  MC

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
CSC#

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_

Card Holder Signature  
*(Do not email credit card information)*

Printed Name