



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian School in the Tri-Cities, B.C, Canada. We are passionate about our vision of equipping students to impact the world for Jesus Christ.

Job Title: BCCA Community Program Administrator

Job Brief:

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian school in the Tri-Cities, B.C., Canada. We are dedicated to equipping students to impact the world for Jesus Christ.

We are seeking a part-time (20 hours/week) BCCA Community Program Administrator to support our parent participation program and school community operations. This position provides vital administrative and software-related support to the Community Engagement Team.

Key Responsibilities:

- Implement and manage the new Parent Participation Program software
- Oversee volunteer scheduling
- Communicate effectively with staff, parents, and volunteers
- Provide administrative and collaborative support to the Community Engagement Team
- Maintain On Volunteer, Munchalunch, and other collaboration software
- Run and improve the BCCA Hot Lunch program
- Maintain accurate records and files

Knowledge and Skills:

- Strong proficiency in computer software, organizational, administrative, and time management skills
- Proficiency in Google Workspace and collaboration software like Canva
- Excellent communication and interpersonal skills
- Detail-oriented with strong problem-solving abilities
- Experience in project management and organizing volunteers is a plus
- Knowledge of marketing principles and event planning is a plus
- Highly organized and able to multitask with ease
- Strong written and oral communication skills

bcchristianacademy.ca | office@bccaschool.ca

Elementary School Campus | 1019 Fernwood Ave. Port Coquitlam BC V3B 5A8 | 604.941.8426

Middle School Campus | 2329 Fremont Connector Port Coquitlam V3B 0M3 | 236.688.4099

High School Campus | 3000 Christmas Way Coquitlam BC V3C 2M2 | 778.819.8534



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Qualifications:

- Strong alignment with BCCA's mission and vision
- Relevant administrative or marketing experience
- Experience in an educational or non-profit setting is an asset

How to Apply:

Please submit your resume, cover letter, and pastoral reference to anaenduma@bccaschool.ca.

Join us in equipping students to impact the world for Jesus!