



BC CHRISTIAN ACADEMY

CHRIST | COMMUNITY | COMPASSION

February 12, 2025

B.C. Christian Academy is a Pre-K to Grade 12 independent Christian School of 550 students, and a Kids Club (Daycare centre) of 300 students in the Tri-Cities, B.C, Canada. We are passionate about equipping students to impact the world for Jesus Christ. 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.

We have an opening for an IT Support & Systems Administrator in the 2025/2026 school year. In this role, you will be instrumental in ensuring the seamless operation of our IT infrastructure. You will be responsible for managing and maintaining our network, servers, and client systems, while also helping ensure network security to protect our data and operations. This position is best for someone who is independent, self-motivated, service-driven, and quick to help others. The individual will model servant leadership and integrate biblical principles into their work, fostering an environment where technology supports the school’s mission to glorify God and equip students for life and service. The IT Support & Systems Administrator must agree to the school’s Mission, Vision, Statement of faith, and demonstrate a personal commitment to Jesus Christ as Lord and Savior.

Your primary areas of responsibility are:

System Administration:

- Oversee and enhance the school’s technology infrastructure
- Ensure the selection of software to ensure a schoolwide seamless software system,
- Install, configure, deploy, and maintain Windows client/server systems.
- Administer various software and hardware assets.
- Install, configure, repair, upgrade, and maintain networking and end-user devices.

Network Security:

- Ensure network security and stability across local and cloud-based environments.
- Implement and oversee security protocols to safeguard data and network operations.

Technical Support:

- Assist with technical support for IT infrastructure, ongoing and new projects, and end-user issues.
- Resolve technical challenges promptly and efficiently in compliance with company policies.

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 | 778.819.6620

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

You will be a great fit if you have:

- Bachelor's degree in Information Technology, Computer Science, or a related field.
- Minimum of 2 years of experience in IT support or a related role.
- Strong troubleshooting and problem-solving skills.
- Commitment to a Christian worldview and the mission of the school.

Desirable Attributes

- Experience with educational technology platforms and tools.
- Familiarity with maintaining networks and cybersecurity in a school setting.
- Ability to communicate technical concepts clearly to non-technical staff.

We offer:

- A collaborative and rewarding work environment.
- Competitive compensation based on experience. Our benefits package includes medical, dental, and vision coverage, RRSP matching, life insurance and AD&D coverage.
- A culture that supports safety, innovation, learning, diversity, and teamwork.
- Salary Range - \$69,000 - \$85,000 (Your actual pay will be based on your skills and experience)

How to apply:

Eligible applicants should include the following in their application package, to be forwarded electronically to our Executive Director, Ian Jarvie at ijarvie@bccaschool.ca:

- Resume, including 3 professional references
- Pastoral Reference (name of your Pastor and contact number/email)
- Personal Statement of Faith in Jesus Christ

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. All applications are considered confidential.