

Christian School Office Assistant
Part-time - Thursdays and Fridays -
2026-2027 School Year



Region: Sunshine Coast, British Columbia

School/Organization: [Powell River Christian School](#)

Employment Type: Part-time, working every Thursday and Friday

Compensation Range: \$22.36 - \$28.41 / hour (based on experience and qualifications)

Date Posted: Apr 27, 2026

Closing Date: May 12, 2026

Start Date: Week of August 24, 2026

We are looking for a dedicated and organized part-time **Office Assistant** to join our team for the 2026–2027 school year. This is a **part-time position**, working **6.5 hours per day on Thursdays and Fridays**. This role is vital to the smooth and welcoming operation of our school office. The ideal candidate will be professional, detail-oriented, and able to balance multiple responsibilities in a dynamic school environment while actively supporting the mission and vision of the school.

Join us in supporting a caring, faith-centered educational community at Powell River Christian School.

About Powell River Christian School

Vision: A Christ Centered Education - Equipping Children for Life

Mission: PRCS desires for our students to excel academically, become people of integrity and impact their world for Christ. We encourage students to develop self-discipline, creativity, and critical thinking while employing all talents to the honour of God. We endeavor to be a school where prayer and the word of God is central, where Jesus reigns in the hearts of our children.

What we offer with this position

- Compensation (\$22.36 - \$28.41 / hour, based on experience and qualifications).
 - Life & disability insurance and optional life insurance for full time staff.
 - Friendly staff and learning culture
 - A beautiful community to live, learn, serve, and grow in.
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Key Responsibilities

- Provide front-office reception, greeting students, parents and visitors in a warm and professional manner
 - Manage phone calls, emails, and general correspondence
 - Maintain accurate student records and office filing systems
 - Support administrative staff and teachers with clerical tasks
 - Assist with scheduling and **student attendance tracking using MyEducation BC**
 - Prepare documents, update website, newsletters, and presentations as needed
 - Ensure confidentiality of sensitive school and student information
 - Contribute to a positive, Christ-centered school environment aligned with the school's mission and vision
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Preferred Qualifications

- Excellent keyboarding and computer skills, with proficiency in:
 - Word processing
 - Spreadsheets
 - Databases
 - Presentation software (e.g., PowerPoint)
 - General office software
 - Experience with or ability to learn **MyEducation BC** for attendance and student information management
 - Familiarity with administrative systems used in education
 - Previous experience in a school or office setting
 - Strong language proficiency and communication skills (written and verbal)
 - Ability to work both independently and collaboratively within a team environment
 - Strong organizational skills and attention to detail
 - A commitment to supporting the mission, vision, and values of a Christian school
 - Ability to manage time effectively and prioritize tasks
 - Evidence of involvement in a local Christian faith community
 - Evidence of courage, integrity, transparency, and honesty in relationships
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Application Process

PRCS is a school community passionate about Christian education. We are looking for people who will be able to demonstrate their commitment to a Christ-centered life through involvement in a faith community and who understand and acknowledge the mission, vision, and community standards of PRCS.

Application: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and interest in the position, as well as supporting documents to Steven Boettger: principal@powellriverchristian.com

- **Cover letter** requesting the position of part-time Office Assistant.
- **Resume**
- **Statement of Faith & Personal Testimony**
- **Pastoral reference letter** or contact information
- Copies of relevant training and certifications
- Contact information for two professional references.

Interview: After receiving the documentation above the principal and a board member will reach out to applicants within two weeks to inform them if they have been selected for an interview.

Job posted April 27, 2026 - accepting applications until May 12, 2026.

Thank you for applying to be part of the team at PRCS!

For questions email Steven Boettger: principal@powellriverchristian.com

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www.prcsbc.ca

Learn more about our community at [Tourism Powell River](#)