

Administration Assistant Needed

Beginning Fall 2025

Mountain View Christian Academy is accepting applications for the school year of 2025-2026 for an Administration Assistant.

Job Description:

A front of house person to man the desk, answering emails and phone calls as well as people who come into the office while maintaining organization and supply levels. Assisting students, teachers, and the principal with tasks needing to be completed such as printing, attending emails / making calls, setting appointments, taking messages, entering information and data for report cards, building weekly newsletters, laminating, photocopying, scanning, filing, etc. Proficiency in Word and Excel are preferred, as well as being able to learn new computer skills and programs.

We are a nondenominational Christian school in beautiful Terrace BC. As a small Level 1 Independent School, MVCA offers K-12 education as we anchor our purpose to the authority of God's word. Our goal is to provide a dynamic learning environment with high standards in academic as well as practical life skill applications. As we cultivate the development of sincere respect for God, our aim is to exemplify and teach:

1. An enthusiastic approach to lifelong learning for all vocations
2. Communication skill and development
3. The identification and development of unique gifts
4. Environmental and public justice in His creation
5. Spiritual discernment and a personal walk with Jesus Christ.

We are searching for someone to join our team who desires to learn and grow with us as we raise up the next generations in a loving, Christian environment.

REQUIREMENTS

- Born Again believer
- Evidence of commitment to the Christian faith and service in the local church
- Ability to work in a collaborative, inclusive work environment
- Computer Savvy

If you would like to join our team please send in the following to info@mvcaweb.ca :

- Cover Letter including a personal statement of faith
- Resume with at least three personal references
- Pastoral reference letter
- Copies of relevant training and certifications

Jeffrey Panag - Principal

Mountain View Christian Academy

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