

# Office Assistant - Secondary Campus

Region: Okanagan, BC  
School/Organization: Vernon Christian School  
Employment Type: Full-time  
Compensation Range: \$26.00 - \$28.00/hr.  
Date Posted: February 8, 2026  
Closing Date: until filled  
Start Date: August 2026



Vernon Christian School  
Heart for God – Mind for Truth

## About Vernon Christian School

VCS is a non-denominational Christian School located in the Okanagan Valley of BC's interior. We are a growing, thriving, Christ-centered learning community with 475 students in a two-campus, Preschool - Gr.12 program. Please view our school website for more info: [vcs.ca](http://vcs.ca)

## Description

We are seeking an office assistant who will be responsible for the Secondary Campus main office. This involves general reception duties, such as handling phone calls and other communications, and serving staff, students, parents and visitors. Tasks include managing files, schedules and other documents, maintaining office equipment as needed, and performing other general clerical duties and errands.

## Office Assistant Qualifications

- Committed follower of Jesus Christ with active church involvement
- Positive, welcoming demeanor
- Excellent interpersonal skills
- Strong written and verbal communication skills
- Excellent keyboarding/computer skills and proficiency with word processing, spreadsheets, and databases.
- Ability to work independently and in a collaborative team environment
- Confidence in using equipment such as fax machines, printers, photocopiers, and computers

## Applications

- Submit applications or inquiries to Matt Driediger, Principal: [mdriediger@vcs.ca](mailto:mdriediger@vcs.ca)
- Include: Cover Letter, Resume, and Personal Statement of Faith
- Note: Applications will be accepted until the position is filled. Only short-listed candidates will be contacted.