

VALUED & INSPIRED WORK HERE



LANGLEY
CHRISTIAN
SCHOOL



ADMINISTRATIVE ASSISTANT: HIGH SCHOOL CAMPUS (1.0 FTE) BEGINNING AUGUST 2026

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Langley Christian School is accepting applications for a full-time Administrative Assistant for our High School Campus beginning August 2026.

A THRIVING STAFF & CONNECTED COMMUNITY

At LCS, we believe that high-quality education is a collective effort. We are a community of 160+ professionals who are connected by a shared Christian purpose and a commitment to educational excellence. You will join a staff culture that equips you for your first job and/or a life-giving career in education. We encourage continuous learning, mutual support and accountability, and a genuine care for the well-being of our colleagues.

WHO ARE WE LOOKING FOR?

The High School Campus is seeking a detail-oriented, organized, and welcoming Administrative Assistant. This vital role is a blend of precise administrative operations and exceptional customer service, serving as a hospitable and supportive first point of contact for our families, students and staff. The ideal candidate not only thrives on organization and data compliance but also genuinely enjoys cultivating a warm, inclusive, and dynamic educational environment.

QUALIFICATIONS

- Previous experience in office administration or customer service (experience in an educational setting is an asset).
- Exceptional organizational skills, high proficiency in data entry, and comfort with school accounting/budget tracking software.
- Current first aid certification (or a willingness to obtain it).
- Evidence of a strong sense of purpose and identity built on Biblical principles and participation in a local Christian church community.

WHAT DO WE OFFER?

- Annual salary of \$52,000 - \$58,750
- Pension plan and extended benefits package.
- Access to resources and encouragement to dream big, pursue your giftings and build something impactful for the future.

HOW TO APPLY

Email the following to careers@langleychristian.com

- Cover letter and resume
- Contact information for two professional references
- Contact information for one reference speaking to your faith and character

FIND OUT MORE:

[LANGLEYCHRISTIAN.COM/CAREERS](https://www.langleychristian.com/careers)

We thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.