Linden Christian School Job Posting

Grade 3-5 Administrative Assistant

Linden Christian School (LCS) invites applications for the position of Administrative Assistant.

This is a 47-week full-time position with 37.5 hours per week from early August to early July.

Administrative Assistant will be responsible for managing the Vice Principal's calendar and communications, coordinating new student orientations, chapel plans, staff meeting logistics and special projects, liaising with internal departments, and maintaining effective information flow. Previous experience with computerized student records systems or similar databases is preferred, paired with excellent keyboarding skills and strong computer skills including word processing, spreadsheets, email, and web browsing. The job description is available here: Link

This position will suit an individual who enjoys serving others, providing creative solutions, is highly organized and accurate, self-motivated and likes to plan ahead but can adapt to last minute changes, has a positive attitude, and wants to learn and grow in an environment where serving God together is rewarding and meaningful.

The successful candidates will:

- give evidence of a strong commitment to Christian faith in belief and practice, and be in agreement with LCS' Mission, Vision, and Core Value statements;
- be willing to sign and adhere to the LCS Statement of Faith and demonstrate confidentiality relating to all school issues;
- provide a current Criminal Record/ Vulnerable Sector and Child Abuse Registry Checks.
- provide Respect in School certificate

If you require an accommodation to participate in the application or interview process, please contact us by email at hr@lindenchristian.org to make any required arrangements.

Applicants are asked to forward a covering letter, a complete resume, a personal statement of faith/testimony and the name and contact information of three references (including one from a pastor or church leader) to the attention of:

Bryan Schroeder, Principal
% Everlyne Kich, Human Resources Coordinator
Email: ekich@lindenchristian.org

Please note only those applicants selected for an interview will be contacted.

The deadline for Accepting Applications is November 25, 2026.