



Employment Opportunity

Part-Time Development Coordinator (Approx. 20 hours per week)

HCS is looking for a part-time Development Coordinator for the 2024-2025 school year. The role of the HCS Development Coordinator is to increase and strengthen the bonds within the HCS school community, as well as the connections between the HCS community and the larger community within which we live.

This will be accomplished by focusing on:

- Public relations (external)
- Community relations (internal)
- Fundraising
- Event planning

Compensation and potential benefits will follow the recommended guidelines defined in the annual SCSBC report. Interviews will commence in the third and fourth weeks of this month, and the start date will be in early March. The 20 hours should be served between 8:00 am and 4:00 pm on school days, with the specifics negotiable with the successful candidate to firm up a set schedule going forward.

For more information, or to apply, please send a query or submit an application portfolio to our admin team. Your portfolio should include a resume, cover letter, pastoral reference, personal reference, and a brief statement of faith and testimony addressed to the administrators listed below by Friday, February 23rd at 3:00 pm.

- Marshall Duzan – marshall.duzan@houstonchristianschool.ca
- Wendall Ewald – wendall.ewald@houstonchristianschool.ca
- Cindy Vellekoop – c.vellekoop@houstonchristianschool.ca