

Job Posting

Assistant Program Coordinator

Education Assistant Diploma

Burnaby School District – Continuing Education Department

The Burnaby School District is seeking applications for a **part-time contract position** within the **Continuing Education Department** as an **Assistant Program Coordinator** for the **full-time and part-time Education Assistant (EA) programs**.

Position Overview:

The Assistant Program Coordinator plays a key role in supporting the successful operation of the EA diploma programs. This role involves assisting with the **application and interview process**, coordinating administrative tasks, supporting students, guiding instructors, and facilitating practicum placements. The ideal candidate will be organized, proactive, and comfortable working independently.

Key Responsibilities:

- Managing the **online learning platform (Brightspace)**, including student and instructor enrollment and registration.
- Support the **application process**, including **reviewing applications**, conducting **interviews**, and responding to applicant inquiries.
- Assist with **practicum placements**, liaise with schools and students, and prepare practicum materials.
- Supporting instructors as needed.
- Assist with the delivery of **information sessions** to prospective students.
- Assist with **curriculum development** and program enhancements.
- Assist the **head program coordinator**
- Work with our **Office Support Staff**

Qualifications & Skills:

- Experience working as **support staff in a school setting**.
- Strong **computer and technology skills**.
- Highly **organized** and able to work **independently**.
- Excellent **interpersonal and communication skills** (email, phone, and in person).
- Ability to **give and receive feedback** effectively.

- **Bonus Qualifications:**
 - Previous **experience with coordinating**.
 - Experience conducting **interviews and reviewing applications**.
 - Experience **working with diverse groups of learners**.

Position Details:

- **Reports to:** Head Coordinator of EA Program & Vice Principal of Burnaby Community & Continuing Education.
- **Hours:** Part-time, flexible schedule.
- **Compensation:** \$1900/month.
- **Programs:**
 1. **Full-time EA Program** (two intakes per year).
 2. **Part-time EA Program** (one intake per year).
- **Contract Term:**
 1. Primary workload occurs in **September, October, November, December, January, April, May, and June**.
- **Additional Opportunities:**
 1. Coordinators may **teach courses** (paid separately).
 2. Coordinators may conduct **practicum visits** (additional compensation provided).

How to Apply:

Submit your **cover letter** and **resume** (with 2 references contacts) to **Zahra Mozaffari** at eadiploma@burnabyschools.ca

Application Deadline: Thursday, April 30, 2026, by 4:00 PM.

Join us in shaping the future of Education Assistants and making a meaningful impact in our schools!