

PORTSMOUTH
CHRISTIAN
ACADEMY
— AT DOVER —



Auction Assistant Position

Position Summary

Portsmouth Christian Academy is a large, nondenominational Christian school located in Dover, NH.

PCA's Annual Auction is the biggest community-building fundraiser of the school year. Benefitting the PCA's Variable Tuition program, the Annual Auction brings together over 400 individuals and businesses with a shared desire to help more children be able to attend our award-winning school. In the role of Auction Assistant, you will work alongside the Auction Manager in planning and executing this event. You will coordinate volunteers; train and supervise Volunteer Team Leaders, Parent Volunteers, and Student Volunteers; sync with other departments; track and assist with Auction item pick-ups with bidders; and more. Contribute to our well-oiled team and help impact the world for good!

An Associate's degree is required; a Bachelor's degree is preferred. Also, one-to-two years in a not-for-profit organization, school, foundation, or charity is preferred.

To apply for this position, please complete a staff application found on the employment page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org