

**Position Title: Administrative Assistant - 行政助理**

Job Type: Part-time

**OVERVIEW OF THE POSITION:**

The Administrative Assistant works interactively as part of the team of pastors, staff, elders, congregants, and external organizations to serve both the church and the wider community. The Administrative Assistant is responsible for organizing and managing a welcoming, efficient office environment that is the centre for information, communications, and ministry co-ordination for the church.

Due to access to confidential information and contacts with vulnerable persons, a Police Record Check with Vulnerable Sector Search is required for application.

**RESPONSIBILITIES:**

The responsibilities of the Administrative Assistant may include the following areas, the details of which can be discussed and negotiated during the hiring process:

- A. **Office Reception and Administration**
- B. **Ministry Support**
- C. **Communication**
- D. **Finance**
- E. **Miscellaneous**

**QUALIFICATIONS, SKILLS, AND CONDITIONS:**

1. A minimum of two years of business or technical education beyond Grade 12.
2. A minimum of three years of experience in office administration.
3. Excellent interpersonal and verbal communications skills (Cantonese and English are essential; Mandarin is an asset).
4. High proficiency in reading and typing English and Chinese.
5. Extensive knowledge of and proficiency in Windows-based software (MS Office), Gmail and other Google apps, cloud storage systems, Zoom, WhatsApp, and Facebook (proficiency with contact management systems, graphic editing, and desktop publishing skills are desirable assets).
6. Efficient time management skills, a high level of flexibility, efficiency, productivity and accuracy, and the ability to maintain confidential information.
7. Demonstrated service orientation, and the ability and enthusiasm to work independently and with a diverse team of pastors, staff and congregants.
8. Proven ability to multi-task and work accurately with detailed information required.
9. Experience in customer service or in the service industry is desired.
10. Experience with finance and/or book-keeping is an asset.
11. Commitment to the evangelical Christian faith as represented C&MA Statement of Faith.

**JOB SPECIFICATIONS:**

**A. Hours of Work**

1. The work week is normally three days in the office from Tuesday to Friday, from 9:30 am to 3:30 pm: 5 hours per day, with 5 hours flexible, totaling 20 hours per week.

2. When necessary and approved, work beyond 20 hours per week will be paid at straight time.
3. Limited work-from-home option is negotiable.

### **B. Reporting**

The Administrative Assistant reports on a day-to-day basis to the Senior Pastor. The Senior Pastor and the Vice-Chair of the Elder Board are jointly responsible for the overall supervision and annual review of the Administrative Assistant.

### **C. Salary**

Starting \$18 per hour, commensurate with experience.

### **D. Start Date**

The start date is negotiable, but ideally the position should be filled by the first few months of 2021.

### **E. Application**

Applicants may apply immediately by emailing a résumé with a cover letter to the Board, care of the Senior Pastor ([pastormarcus@newbern.bc.ca](mailto:pastormarcus@newbern.bc.ca)). No phone calls please. Only selected candidates will be contacted for follow up and interviews. Please do not initiate follow up contacts after your application. Thank you.