**Office Administrator**

**Overview**

We are looking for a responsible, proactive Church Administrator to be responsible for managing the daily operations of the church, ensuring the effective use of church income, and keeping accurate records. The Church Administrator supports the pastoral staff and also works with volunteers and people in the community.

To be a successful Church Administrator, you should be able to handle multiple tasks to ensure the church is well-run, organized, and welcoming. You should be efficient, detail-oriented, and professional.

This job begins **March 30, 2021**. This posting will remain open until the position is filled.

**Church Administrator Requirements:**

1. Fluency in English and either Cantonese or Mandarin is mandatory. Fluency in all three of those languages is preferable.

2. Excellent communication and interpersonal skills.

3. Strong computer skills, with the ability to create documents in print and online.

4. Able to operate office equipment.

5. Able to handle stress and problem solve.

6. Trustworthy to keep sensitive information confidential.

6. A commitment to the goals and mission of our church.

7. A mature Christ-follower and person of prayer.

8. Must obtain and maintain a satisfactory police records check

**Ministry:**

1. Handling church communications and publications for each congregation, creating and distributing bulletins and newsletters.

2. Make worship/singspiration/choir/announcement PPT for Cantonese and Mandarin, uploading them to the AV computer before Sunday.

3. Building and maintaining relationships with the congregation and community.

4. Answer the phone in a polite and courteous manner, and answer the voice mail.

5. Translate between English, Mandarin and Cantonese if needed

6. Open the front door to all guests in a prompt manner

7. Update the Advertisement in newspapers (Canada Herald – monthly; Sing Tao)

8. Make photocopies, posters and signs as required.

9. Take notes during staff meetings and send them to the staff afterwards

10. Manage subscriptions (Daily bread, city light news, C&MA Connection)

11. Maintain software, worship, movie and other “copyright” licences.

12. Update our website with current events

**Facility:**

1.Manage the booking of rooms online and on the whiteboard. Make sure the Google calendar is up to date.

2. Manage church rentals to outside groups, enforcing church policies for facility use.

3. Maintain a spreadsheet of rental payments and bring to accountability those who are late. Take payments for bookings, give receipts, manage the money and keep accurate records.

4. Assist facility elder/deacon for specific requirements.

5. Contact RGO with the number of copies each month and request maintenance of the photocopier when needed.

6. Contact Tristan of Reid Snow n Ice when the parking lot needs clearing.

7. Arrange service for piano tuning at least twice a year: by Dec. 1st and and by June 1st.

8. Manage the key distribution in our church and with rental representatives.

**Finance:**

1.Fill general requisition forms

2. Write the cheques for the church,

3. Mail out contract payments (like for copyright renewal)

4. Make monthly expense statements for the church

5. Keep a clear balance of church’s credit card

6. Maintain a spreadsheet of expenses

7. Assist the treasurer in any financial duties he requires

**Other Duties:**

1.Check the mailbox twice a week, Tuesdays and Thursdays, and distribute mail.

2. Manage offering supplies (help design them and keep a stack of envelopes available to the congregation).

3. Manage kitchen supplies. Ensure that products kept in the fridge are not past due date

4. Purchase and maintain Communion supplies (communion juice, gloves, communion cups)

5. Purchase and organize office supplies (order paper and other office stationery)

6. Order flower wreaths for church member ‘s funeral service.

7. Order the flowers for pastors’ installation or ordination service of sister churches.

8.Order Mother’s day’s gifts if needed (like flowers).

9. Mail out letters.

10. Other duties as assigned.

**Annually:**

1.Compile the annual report.

2. Update the church member phone book and Covid attendance lists.

3. Complete the Local Church Annual Report to WCD office.

4. Assist in the elections process for elders .

**Hours of Work: 30 hours per week**

**Office Hours**

Tuesday 9:00 am – 4:30 pm

Wednesday 9:00 am – 4:30 pm

Thursday 9:00 am – 4:30 pm

Friday 9:00 am – 4:30 pm

**Reports to:**

The Acting Lead Pastor will do an annual evaluation.

**Remuneration**

Hourly + benefits through the Christian & Missionary Alliance after 3 months.

The first 3 months will be a probationary period.

Vacation Entitlement: 12 days per year.

**How to apply**

**Send a cover letter and resume to Pastor Ryan Wang at: qianzhouwang@gmail.com**