

Mandarin Ministry Assistant

Reports To

The Mandarin ministry assistant will report to the Mandarin Pastor.

Job Overview

The Mandarin Ministry Assistant is responsible for supporting the Mandarin Associate Pastor in all aspects of the Mandarin language church ministry. This person will assist in organizing and leading worship services, Bible studies and handling additional administrative duties as needed.

The Mandarin Ministry Assistant will work closely with Chinese ministerial staff to fulfill ministry needs. He/she should be available to work office hours on Friday evenings and Sunday mornings.

Responsibilities and Duties

- Assist in the planning and execution of Mandarin language worship services, Bible studies and other church events
- Provide administrative support to the Mandarin Associate Pastor, including scheduling, record keeping and correspondence
- Serve as a liaison between the Mandarin-speaking members and the church staff
- Provide interpretation and translation services as needed
- Participate in outreach activities to the Mandarin-speaking community, such as visiting new members and leading Bible studies
- Work with the Mandarin Associate Pastor to develop and implement programs and initiatives aimed at engaging and serving the Mandarin-speaking members
- Provide support to the Mandarin Associate Pastor in all aspects of the Mandarin language church ministry, as needed
- Handle Zoom and room reservations (including coordinating when people need to change rooms or we need to rearrange to accommodate AV requests)
- Design and print poster and flyers for special occasions and meetings
- Prepare check request/reimbursement for guest speaker and expenses
- Help prepare for church business meetings and translate documents, as needed;

attend the meeting and assist the pastors and committees, as needed

- Assist other secretaries and pastors in the church office when directed by the Mandarin Pastor
- Assist pastoral staff with other scheduling and administrative needs

Qualifications

Education

Bachelor's Degree and preferably theologically educated

Language

Fluent in both written & verbal Mandarin required; ability to communicate proficiently in English required; ability to speak in Cantonese a plus

Must be a Christian and member of CBC

Skills

- Fluent in both Mandarin and English, both oral and written
- Strong organizational and administrative skills
- Ability to work effectively as part of a team
- Strong interpersonal and communication skills
- Experience in church ministry or a related field is preferred
- Proficient with Microsoft Office Google Workspace apps (e.g. Calendar, Sheets, Docs, Slide)
- Strong communication skills to work with ministerial staff, administrative staff, church members and visitors
- Trustworthy, reliable and responsible, willing to learn new skills; able to get along with other office staff members
- No particular certifications required, but capable of using the computer with Word, Excel and PowerPoint

Hours to Work

TBD. A total of 20 hours/week