

## **Administrative Assistant**

The Administrative Assistant will report to the Senior Pastor

### **Job Overview**

To support and assist the Pastors in managing and carrying out all ministries. To assist, organize, and promote special events. To be a liaison between the staff and pastors. The Administrative Assistant will oversee all secretaries and will help to promote and grow the overall church wide ministry.

### **Responsibilities and Duties**

- Oversee the duties of the church secretaries
- Maintain Master Church Event Calendar
- Maintain pastoral staff availability calendar
- Manage church wide communication using tools provided by the church
- Organize church wide special events and coordinating with all volunteers/committee members
- Mail/post sermon outlines, discussion questions, prayer list, and CBC announcements to registered senior citizens weekly
- Oversee all the secretaries' duties
- Purchase and plan birthday festivities for employees
- Track timesheet and submit payment for worship leaders
- Print staff meeting agendas
- Update, manage and archive the church prayer list
- Manage the FLC setup for lunches coordinating with Sunday Schools
- Keep track of volunteers to assist the Welcome Center Booth

### **Qualifications**

- High School graduate. Some college level preferred
- Baptized Christian, Willing to become a member of CBC
- Experience secretary preferred. Management skill is a plus
- Proficient in English and conversational ability in Mandarin and Cantonese preferred.
- Trustworthy, reliable, responsible, and willing to learn new skills. Able to get along with other office staff.
- No certification required, but capable of using the office equipment, and computer. Proficient in Word, Excel, PowerPoint, the Google Suites, Facebook and Flocknote.

### **Hours to work:**

Monday and Saturday off; Tuesday to Friday 8:00 am to 5:00 pm. Sunday 9:00am to 1:00pm