

Full-time English Secretary

Reports To

The Secretary will report to the church Office & Facility Coordinator and Senior Pastor.

Job Overview

To support the operation of the church office and assist the pastors and staff with a variety of administrative duties, including answering phone calls, managing supplies and schedules, keeping files and database, and assisting in program services.

Responsibilities and Duties

- Collect and organize information and print the weekly bulletin.
- Collect and file weekly visitors' information forms and send welcome letters from the Pastor to the visitors.
- Organize and maintain the database of the congregation and send out birthday cards to members.
- Collect and print the agenda, minutes, and any paper ballots for Business Meetings.
- Collect all committees' reports and print copies 2 weeks before Business Meetings.
- Collect the names of all who will be serving in various committees and ministries for the coming new fiscal church year from Nominations Committee; then print copies 2 weeks before the Budget & Nominations Business Meeting.
- Collect the Financial Report from the Treasurer and print copies for Business Meetings.
- Compile and print committee and ministry reports for the Annual Report.
- Print Active Membership List to use as a sign-in form by the Church Clerk at Business Meetings.
- Attend the Business Meetings and assist the pastors and committees as needed.
- Assist Sunday School teachers in collecting attendance, printing handouts, ordering Sunday School books, materials, and all devotional items as needed; update the roster each quarter with new attendance sheets; tally the weekly attendance.
- Answer phone calls to the church office.
- Help stock office lunchroom with supplies.
- Design and print posters and flyers for special occasions and meetings.
- Receive calls from members who are sick, hospitalized, or bereaved, and needing pastoral counseling and visitation; notify ministerial staff and deacons.
- Prepare agendas, make room reservations, attend, and take minutes of weekly coworkers' meetings.
- Assist ministerial staff and church ministries with organizing, planning, and preparing for events when requested.
- Manage and monitor CBC's social media, including collaborating with ministerial staff on content and messaging.
- Organize and direct church office volunteers with tasks and assignments.
- Assist other secretaries and ministers in the church office as time allows.

- Other duties and tasks as assigned by the Office & Facility Coordinator and Senior Pastor.

Qualifications

- High School graduate. Some college level experience preferred.
- Baptized Christian must be an active member of Chinese Baptist Church.
- Secretarial experience preferred but not required.
- Must have general knowledge of all office equipment and supplies, and a willingness to further their training.
- Must possess good telephone, communication skills, computer, and technical skills.
- Attention to details and well organized, with flexibility and adaptability.
- Deal promptly with correspondence.
- Ensure members receive all the necessary information and/or materials.
- Proficient in speaking and writing in English; Chinese (Mandarin and/or Cantonese) a plus.
- Trustworthy, reliable, and responsible person, willing to learn new skills.
- Must show a willing attitude of Christian service to their position and its responsibility.
- Must be pleasant, discreet, tactful, and capable of honoring confidential communications.
- Must be able to deal with various types of personalities, both on the phone and in person, in a professional manner.
- No certifications required, but capable of using a personal computer with Word, Excel, Power Point and Google Suite.

Regular work hours:

Monday through Friday 9:00 am to 5:30 pm with a 30-minute lunch break. A total of 40 hours/week. Will be required to work weekends from time to time.

Interested candidates can email: personnel@cbchouston.org