Job Posting

Newbern Chinese Alliance Church
626 E. 58th Ave, Vancouver, BC, V5X 1W2

Position Title: Administrative Assistant
Job Type: Part-time, 24 hours per week

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, or equivalent.
2. A minimum of three years of experience in office administration is strongly preferred.
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, especially Word, PowerPoint, Outlook, Excel), Gmail and other Google apps, cloud storage systems, Zoom, WhatsApp, and Facebook (proficiency with contact management systems, Squarespace, 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. Experience with finance and/or book-keeping is an asset.

9. Commitment to the evangelical Christian faith as represented in the 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 9 additional hours flexible between home and office, totaling 24 hours per week.
2. When necessary and approved, work beyond 24 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

Starts at $18-20 per hour, commensurate with experience.

D. Start Date

The start date is negotiable, but ideally the position should be filled by the end of 2022.

E. Application

All applicants may apply immediately by emailing a résumé with a cover letter to the Board of Elders through the Senior Pastor (pastormarcus@newbern.bc.ca), by October 31, 2022. No phone calls please. Only selected applicants will be contacted for follow up and interviews. Please do not initiate follow-up contacts after your application. Thank you.

Special Note:

While the preference is filling this position with one person, if no suitable candidate can take up the whole position, the church will consider splitting the job up between 2 people (or even among 3). For example, someone can apply to take up the finance related tasks with some reception duties, and work around 8 hours a week, with at least one day in the office.

聘請告示

温哥華宣道會福群堂

626 E. 58th Ave, Vancouver, BC, V5X 1W2

職位名稱：行政助理

職位類型：部份時間，每週 24 小時

職位概述：

行政助理是教會團隊的一份子，日常工作是與牧者、同工、長老、教會會衆和教會以外的團體合作互動，致力服務教會及社群。行政助理需負責組織和管理有效辦公環境，是同時也是教會聯絡通訊和事工安排的主要中心。

由於行政助理一職會有機會接觸機密信息及人仕資料，因此申請者需要獲得警方背景調查記錄。

職責範圍：

行政助理的職責包括以下工作，工作細節可以在面試過程中討論和協商：

A. 辦公室接待和行政
B. 事工支援
C. 聯絡
D. 財務
E. 雜項

理歷，技能和條件：

1. 至少有十二年級以上的兩年商業或技術教育文憑或相等學歷。
2. 至少三年的辦公室管理經驗是强烈的首选。
3. 良好的人際和言語交流能力（廣東話和英語必不可少；能操普通話更佳）。
4. 精通中英文閱讀和打字。
5. 對 Windows 的軟件（MS Office, 尤其是 Word, PowerPoint, Outlook, Excel），Gmail 電郵和其他 Google 應用程式，雲端存儲系統，Zoom，WhatsApp 和 Facebook 有廣泛認識及熟練（懂人事管理系統，Squarespace，具有圖像及桌面編輯技能更為理想）。
6. 有高效的時間管理，辦事有高度的靈活性、有效率和有準確性，對保護教會機密信息有高度關注。
7. 有良好服務態度，表現到能力和熱情獨立工作或與教牧同工團隊和會眾合作。
8. 具有財務或會計簿記經驗更為理想。
9. 應同宣道會信仰聲明及奉行福音派基督教信仰。

職位規格：

A. 工作時間

1. 辦公室工作週通常為三天，星期二至星期五，上午 9:30 到下午 3:30，每天 5 工作小時，另弹性工作 9 小時，每週工作總計 24 小時。
2. 經批准的超時工作，會以現有時薪計算。
3. 可以商討有限度在家工作時間。

B. 工作報告

行政助理直接向主任牧師報告。 主任牧師和長議會副主席負責監督和指導行政助理的工作。

C. 薪金

每小時時薪起點為 $ 18-20，時薪可視乎經驗而定。

D. 上任日期

日期可以協商，但理想情況下，該職位應在 2022 年年终前上任。

E. 申請

所有申請人可立刻透過電郵於 2022 年 10 月 31 日之前發送求職信連同履歷表給長議會，由主任牧師接收（pastormarcus@newbern.bc.ca）。請不要致電查詢。 只有獲得面試的申請人才會得到回覆及跟進。 申請後，請不要再聯繫教會查詢，謝謝合作。

特別說明：

雖然教會的優先選擇是一個人可以擔任這個職位，但如果沒有合適的候選人可以擔任整個職位，教會將考慮將工作分配給 2 人（甚至 3 人）。 例如，有人可以申請承擔的財務相關工作並一些接待職責，每週工作 8 小時左右，至少有一天在辦公室。