

WEST HOUSTON CHINESE CHURCH

JOB DESCRIPTION

TITLE: Administrative Assistant

REPORTS TO: Office Manager

**RELATES
CLOSELY WITH:** Pastoral Team, Support Staff

SUPERVISES: N/A

HOURS: Full Time Salaried

OBJECTIVE: The role of the Administrative Assistant is responsible for the preparation and production of church-wide communications, maintenance of the master church calendar, facility usage, and all essential records, and coordination of volunteers in assisting church ministries as well as any special projects and logistics for the pastoral staff as needed.

RESPONSIBILITIES:

- Answer phone calls, e-mails and mail courteously.
- Responsible for the preparation of church-wide communications, which includes but not limited to: weekly worship bulletins (electronic and paper), web page updates, and electronic and printed newsletters.
- Organize and maintain church calendar.
- Pick up, distributing and disseminating all mail and correspondence.
- Maintain all church documents on all areas of church life, business, facilities and ministry, including the church database (TouchPoint) and its use.
- Know schedules and whereabouts of all personnel and how to contact them in an emergency
- Recruit, train, and coordinate the office volunteer staff to assist church ministries.
- Prepare certificates for all church programs (confirmation, baptism, etc.).
- Make posters, flyers, announcements, calendars, charts, schedules, etc.
- Assign classrooms and church facilities for meetings and activities.
- Ordering and maintenance of office supplies and equipment.
- Coordinates special projects for the pastoral team as needed.
- Other duties as assigned.

SKILLS/QUALIFICATIONS:

1. Must be a Born-Again Christian
2. Strong organizational/administrative skills.
3. Bilingual Chinese and English (verbal, writing, typing) preferred.
4. Excellent verbal, written and interpersonal skills are required for effective interface with all contacts at all levels within and outside the organization.
5. Must have a positive attitude of genuine caring for the congregation, staff and visitors at all times and poise under pressure
6. Maintain a servant's heart and a cooperative team spirit with staff, volunteers and congregation
7. Computer training and experience in word processing, the internet and data systems, preferably MS Office and MS Publisher.

8. Willingness (teachable) to learn new technology and other skills
9. Regular church attendance is required (attendance at WHCC is preferred)
10. Personal integrity and self-motivation in the fulfillment of ministry.

BENEFIT

This position is full time and includes a competitive benefits package. (Health, dental, and term life insurance as well as a 403B retirement package) The position includes a continuing education budget and time flexibility for further studies. Licensing will be granted so full tax benefits may be taken.