

Job title: Part-time Church Administrator
Position Type: Part-time (less than 30 hours per week)

Position Description:

A part-time administrator for DMBC Chinese Speaking Congregation (CSC) to oversee the day-to-day administrative and operational functions of DMBC CSC. Establish and maintain a framework to facilitate the operation process in view of the church's vision and mission. This includes involvement in strategic planning, research, and necessary hands-on tasks.

Qualifications:

- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills (English, Cantonese, Mandarin)
- Proficiency in general documentation, presentation, and spreadsheet tools, as well as basic computer skills.
- A commitment to the values and mission of Don Mills Baptist Church.
- University degree or equivalent experience

Key Responsibilities:

- Preparing the church weekly bulletin in traditional Chinese.
- Sending out reminders to members including Sunday school, Bible studies, prayer meetings, membership meetings, Coordinators meetings etc;
- Preparing Power-Point for Worship, Sunday school etc;
- Taking Minutes for Board and Membership Meetings.
- Keeping track of all church contracts with insurance company, lawn company etc;
- Checking all mail received at church and re-directing them to various Deacons or Coordinators.
- Arranging for flowers for funerals.
- Keeping a list of all members, active and inactive.
- Help out when needed by different ministries such as tax receipts distribution, funeral matters, on site to receive deliveries, redirect urgent messages and emails to appropriate ministries to facilitate smooth operations.