



Job Description

Job title	<i>Ministry Assistant (part-time)</i>
Reports to	<i>Lead Pastor, Aurora CCC</i>

Job purpose

To serve the church by providing administrative and secretarial support for the different ministries at ACCC

Duties and responsibilities

- Support and assist the Lead Pastor of ACCC in coordination with other leaders to schedule meetings, collect information for monthly reports, plan for different ministry work etc.
- Assist Lead Pastor to keep track of the progress of all on-going ministries and make ready to report regularly.
- Recruit volunteers, coordinate and schedule for the volunteer work in different ministries
- Responding to various emails; contacting and communicating with different people
- Assist in organizing and planning for church-related events or programs

Qualifications

- Matured Christian; heart to serve God and His people.
- Excellent interpersonal and organizational skills.
- Able to work well in a team.
- Ability to plan for and organize events and programs.
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Excellent communication and typing skill in written Chinese and English; able to speak fluently in 1 of 2 Chinese languages and English (fluency in all 3 languages: English, Mandarin & Cantonese is an asset).
- Good knowledge of MS Word, Excel, Outlook, Power-point and Publisher.
- Proficiency in the use of standard office tools (copy machine, fax machine, etc.)

Working conditions

- 3 days (Thursday, Friday and Sunday)
- This is 3 month contract position, renewable upon the need of the church.

Direct reports

Lead pastor, Aurora CCC

Approved by:	
Date approved:	
Reviewed:	New

Ideally, a job description should be reviewed annually and updated as often as necessary.