



## Job Description

Job title	<i>Ministry Assistant</i>
Job Type	<i>Part-time 20 hrs. per week, one year contract position</i>
Group	<i>Mandarin People Group – Barrie Campus</i>
Reports to	<i>RHCCC - Barrie Campus Pastor</i>
Location	<i>Barrie Campus - 460 Yonge Street, Barrie, Ont. L4N 4E2</i>
Compensation & Benefit	<i>Salary Range: \$18,473-\$23,630 per year, depending on experience Vacation: 2 weeks (pro-rated)</i>
Vacancy Status	<i>This is an existing vacancy</i>
Date	<i>April 15, 2026</i>

### Church Background

Richmond Christian Community Church (RHCCC) is a member of the Association of Chinese Evangelical Ministries (ACEM). RHCCC–Barrie Campus is a subsidiary of RHCCC, located in the City of Barrie. The congregation number of Barrie Campus is under 100, composed of mainly Mandarin speaking people with a small group of Cantonese speaking people. In addition, our Young Life Development (YLD) Ministry composes of the young generation age from 0 to 16, they speak English and Mandarin. To learn more details, please visit <https://rhccc.ca/rhccc/e/>

### Job Purpose

We are looking for a faithful person who has a passion for supporting the day-to-day operations of the church. This role plays a key part in ensuring effective communication, organization, and coordination between Bayview and Barrie activities and management.

### Reporting Structure

This position is reported to RHCCC – Barrie Campus Pastor

### Duties and Responsibilities

- 1) Report to the Barrie Campus Pastor and support the Barrie Ministry Committee (BMC) to reach out to the community in the City of Barrie and its surrounding areas for evangelism

- 2) To assist pastor in providing effective communication and coordination in the execution of church activities and ministries between Bayview and Barrie
- 3) To assist pastor and ministry leaders with scheduling, coordinating and documentation
- 4) To provide general administrative support, including answering emails and phone calls
- 5) To prepare weekly bulletins, announcements, and other communications
- 6) To maintain and update church calendars, schedules, and records.

### **Qualifications**

- 1) Minimum education requirement – A post-secondary certificate, diploma or equivalent.
- 2) Some administrative and secretarial experience
- 3) A mature Christian with a clear vision and passion to serve God
- 4) Strong organizational and time management skills with self-motivation and able to work independently
- 5) Fluent in Mandarin and English (reading, writing and oral). Knowledge of Cantonese is an advantage.
- 6) Strong computer skills are imperative (Microsoft productivity tools e.g. Teams, Outlook, Word, Excel, PowerPoint)
- 7) Ability to type Chinese (preferred)
- 8) Excellent written and verbal communication skills
- 9) Ability to handle confidential information with discretion
- 10) Familiarity with church environment or willingness to learn
- 11) Has a passion for YLD service and is willing to provide help as needed (preferred)

### **Working Conditions**

This is a part-time (20 hrs. per week), one-year contract position. Flexible weekday hours, with required availability on Sundays.

### **Physical requirements**

Nil

### **Direct reports to this position**

Nil

### **AODA Accommodation Statement**

RHCCC is committed to providing an inclusive and barrier-free recruitment process. We welcome and encourage applications from people with disabilities. Accommodation is available on request for candidates taking part in all aspects of the selection process.