



Job Description

Job title	<i>Ministry Assistant</i>
Job Type	<i>Full Time Position (37.5 hours/week)</i>
Group	<i>Cantonese People Group</i>
Reports to	<i>Cantonese People Pastor Lead</i>
Location	<i>Bayview Campus - 9670 Bayview Ave, Richmond Hill, Ont. L4C 9X9</i>
Compensation and Benefits	<i>Salary Range: \$34,600 - \$38,100 per annum depending on experience Benefits: Vacation and ACEM Extended Health & Dental Benefit</i>
Vacancy Status	<i>This is an existing vacancy</i>
Date	<i>February 2026</i>

Church Background

Richmond Hill Christian Community Church (RHCCC), a Member of the Association of Chinese Evangelical Ministries (ACEM). RHCCC is a Purpose-Driven church to carry out the five purposes of the New Testament Church: Worship, Fellowship, Discipleship, Ministry, and Mission. We are a multi-cultural, multi-generational, and multilingual evangelical church which ministers in English, Cantonese, and Mandarin. To learn more about RHCCC, visit <https://whccc.ca/rhccc/e/>

Purpose of the Position

To serve the church by providing clerical, caring and ministry support for the Cantonese People Group & Downtown Markham Cantonese Campus.

Reporting Structure

This position reports to the Cantonese People Pastor Lead.

Duties and responsibilities

1. Cantonese Ministry: To collaborate with another Ministry Assistant in the following areas:
 - a. Worship base
 - i. Data entry for the response cards collected from the Cantonese services.
 - b. Fellowship base

- i. For the Cantonese side of the baptism events, follow up with the registrations, the autoreply, the baptismal class, and the interview of the applicants.
 - ii. Handle the requests for venue booking and logistic support from fellowship managers or point leaders.
 - c. Mission base
 - i. Follow-up on new believers, such as preparing a weekly report on the number of new believers, etc.
 - ii. Data entry for mission base.
 - d. 3M Benevolence
 - i. Record, report, confirm with pastors to continue to support, submit e-requests and send cheques.
 - e. Others
 - i. Work with other Cantonese ministry assistants and other ministry teams to ensure proper communication and collaboration.
 - ii. Perform such other duties and responsibilities as may be assigned by the Cantonese People Lead in consultation with other Cantonese pastors.
- 2. Cantonese Care Ministry: To provide clerical, caring and ministry support for the Cantonese Care Pastor in the following areas:
 - a. Crisis intervention, such as bereavement support, cancer support, single parent support, etc.
 - b. Funeral services.
 - c. Senior care.
 - d. Telecare Ministry.
 - e. Such other duties and responsibilities as may be assigned by the Cantonese Care Pastor.
- 3. DTM Cantonese Ministry
 - a. Provide clerical support for the DTM Cantonese Campus Pastor, such as preparing presentation slides for the service, contents for the website, etc.

Qualifications

- a) Minimum education requirement – A post-secondary certificate, diploma or equivalent.
- b) 3 years of administrative and secretarial experience
- c) Mature and growing Christian with a serving heart
- d) Commitment to RHCCC
- e) Strong organizational & interpersonal skills.
- f) Fluent in Cantonese and English (reading, writing and oral). Knowledge of Mandarin an advantage.
- g) Strong computer skills are imperative (Microsoft productivity tools e.g. Teams, Outlook, Word, Excel, PowerPoint)

- h) Ability to type Chinese
- i) Ability to organize and administer confidential information.
- j) Ability to follow through with details
- k) Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility

Working conditions

- a) Regular office hours
- b) May require attending meetings or perform duties during weekday evenings and weekends

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.