



Job Description

Job title	<i>Facility Administrative Assistant</i>
Job Type	<i>Part-time up to 15 hours/week</i>
Dept.	<i>Facility Dept.</i>
Reports to	<i>Facility Manager</i>
Location	<i>Bayview Campus - 9670 Bayview Ave, Richmond Hill, Ont. L4C 9X9</i>
Compensation and Benefits	<i>Salary Range: \$18-\$20 per hour depending on experience Benefits: Vacation Pay</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/>

Job purpose

Responsible for staffing and maintaining front desk to serve newcomers and ministries. Ensure that the facility is operating optimally to meet the needs of the church.

Duties and responsibilities

1. Receptionist
 - Greet and provide information to congregants and visitors through telephone or in person contact.
 - Collect and distribute mail and deliveries.
2. Facility Operation
 - Open and close the church and associated premises according to established protocols.

- Operate church facility to support ministries, which includes HVAC, plumbing, electrical equipment, fire safety equipment, parking lot, landscaping, door and access.
- Work with contractors to maintain facility in good working order.

3. Cleanliness and Tidiness
 - Work with contract cleaners to ensure cleanliness of church lobby, stairway, and washrooms.
 - Always keep church clean and tidy, including furniture, office, parking lot and landscape areas.
4. General safety of church and congregation
 - Ensure that church safety policies and procedures are followed by all occupants of the church
 - Identify and correct any unsafe situation that may endanger the church or congregation.
 - Work with hired security guards to monitor church security and maintain proper order.
5. Administrative Support
 - Operate the church's booking system
 - General administrative duties as assigned by supervisor.
6. Emergency response to facility failure and other emergency situations.
 - Response to any emergency situations such as power failure, extreme weather or fire alarm etc. during or beyond regular work hours.

Qualifications

- A passion to serve God and others
- Fluent in English plus either Cantonese or Mandarin
- Experience in reception and administrative duties.
- Experience in facility support work is an asset

Working conditions

Weekday and weekend evenings; daytime backup if needed.

Physical requirements

Ability to lift furniture or equipment is an asset.

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.
