



## 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.

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