



## Job Description

<b>+ Job title</b>	<i>Ministry Assistant, Mandarin Ministry (part-time) Cultivation Dept.</i>
<b>Reports to</b>	<i>Pastor-in-Charge of Mandarin Ministry, Chief Administrative Officer</i>

### Job purpose

To serve the church by providing administrative and secretarial support for the Mandarin staff team and the Mandarin Ministry.

### Duties and responsibilities

- Co-ordinate with Mandarin pastors, Cultivation dept. deacon and volunteers for the administrative arrangement within Cultivation dept.
- Be accountable to Mandarin M. A. Team Leader and assist all Mandarin administrative duties upon request.
- Co-ordinate the quarterly Sunday school term admin work.
- Promotion Flyer on bulletin, Easel, bulletin board.
- Door Sign, Registration Form.
- Web posting, On-line Registration.
- Room booking.
- Small group Bible Pre-study: E-mail Distribution, Photocopy, bulletin notice.
- Co-ordinate and assist fellowship event.
- Small group leadership update: Master list, Gmail group.
- Update fellowship flyer and web-posting.
- 恩福门训营 CCIC discipleship camp: promotion and registration.
- Fellowship reimbursement.
- Co-ordinate and assist 3M cultivation events: Revival Meetings and Small Group Training.
- Annual Fellowship Room booking.
- Annual 3M Small Group Statistics.
- Take weekly staff meeting Minutes.

### Qualifications

- Have a strong passion to serve in Mandarin ministry.
- Relevant administrative and secretarial experience.
- Strong organizational & interpersonal skills.
- Have excellent command of Mandarin composition and punctuation (knowledge of English & Cantonese is an asset).
- Strong computer skills are imperative (MS Windows, Word, Excel, PowerPoint, Publisher, Outlook)
- Knowledge of computer hardware and software, including MS Word, Excel, Outlook, power-point and Publisher.
- Proficiency in the use of standard office tools (copy machine, fax machine, etc.)
- Ability to organize and administer information.
- Ability to follow through with details.

- Be conscious of the need for confidentiality.
- Be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.

### **Working conditions**

- Timely attendance with ability to vary schedule when needed.

### **Physical requirements**

Nil

### **Direct reports**

Mandarin PIC and CAO

<b>Approved by:</b>	<i>Paul Ting, Executive Pastor</i>
<b>Date approved:</b>	<i>Dec 21, 2017</i>
<b>Reviewed:</b>	<i>June 26, 2018</i>

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