

## **Position: Office Administrator**

### **Job Statement**

We are looking for a reliable Office Administrator who will undertake administrative tasks provided to ensure the Pastor has adequate support to work effectively. The Office Administrator will work efficiently with minimal supervision from the Pastor (or Board chairman in the absence of Pastor). The ideal candidate will be competent in communication and prioritization, and should be self-motivated and trustworthy. The Office Administrator ensures the smooth operation of church administration to contribute to the church's health and growth. Since the church carries out official business in both English and Chinese, the candidate must be fluent in both languages. Good writing skills in both languages is highly preferred.

### **Required Qualification**

- High school diploma or higher education
- Proficiency in English and Chinese (writing, reading, and speaking)
- Strong communication and interpersonal skills
- Strong organization skills for office environment and files
- Strong time and task management
- Strong attention to details
- Good understanding of document organization
- Fluency in Microsoft Office (Word, Excel, Powerpoint)
- Good understanding of church offering, book-keeping, budget, payroll, disbursements, and church & clergy tax
- Adherence to corporate principles in the protection and administration of the church

### **Preferred Qualification**

- 2 or more years of experience in similar position
- Qualifications in secretarial studies
- Leadership skills
- Familiarity or ability to learn new software platforms for church communications and management
- Adherence to Biblical principles in work attitude and church matters
- Graphic design skills for church production

### **Terms of Employment**

1. Employment Type: Part-time Employee, with the possibility of extending into a full-time position as the church grows in size and financial capacity
2. Hours of work per month: 10 to 20 hours
3. Compensation
  - a. Base Wage: \$15-18/hour, depending on experience and abilities
  - b. Payment on the first Sunday of each month
4. Benefits: None for part-time employees
5. Termination: Employment may be terminated at will by either employer or employee with a minimum 30 calendar day notice. Actions committed by the employee deemed at the discretion of the church Board of Deacons as a gross violation of ethics is one such reason for termination.

## 職位：辦公室行政秘書

### 職位陳述

加州中岸華人基督教會欲尋一位可靠的辦公室行政秘書，管理行政工作，以確保牧師有足夠的支持來有效地工作。辦公室行政秘書將在牧師（或牧師不在時，由執事會主席接替）的最少監督下高效工作。理想的候選人必須有能力勝任溝通，將多項任務優先排序，並且積極進取，正直誠實。辦公室行政秘書須確保教會行政的運作順利，以促進教會的健康和成長。由於教會的工作以英文和中文開展，候選人必須使用中英文兩種語言流利溝通，並具備良好中英文寫作能力。

### 必需資格

- 高中文憑或大學高等教育
- 精通英文和中文（寫作、閱讀和口語）
- 較強的溝通和人際交往能力
- 對辦公環境和文件有較強的組織能力
- 高效的時間管理和任務管理
- 注重細節
- 有效的文檔組織分類，歸檔記錄
- 熟練使用 Microsoft Office（Word、Excel、PowerPoint）
- 熟練記錄和存檔教會奉獻、簿記、預算、工資、支出、以及教會和神職人員稅務
- 服從教會的保護和管理，遵守一般職場的規定和原則

### 優先資格

- 2年或以上類似職位的工作經驗
- 秘書培訓的資格
- 組織領導能力
- 熟悉或能夠學習用於教會溝通和交流的新軟件和管理平臺
- 在工作態度和教會事務上遵守聖經原則
- 在教會的外宣活動中應用平面圖形設計的技能

### 雇用條款

1. 就業類型：半職員工。隨著教會規模和財務能力的增長，有可能擴展為全職員工。
2. 每月工作時間：10-20 小時
3. 報酬津貼
  - a. 基本工資：\$15-18/小時，視經驗和能力而定
  - b. 每月第一個星期日結工資付款
4. 福利：半職員工無福利待遇
5. 雇用終止：雇主或僱員如有意願，即可終止雇用關係，但需要至少提前 30 天通知對方。教會執事會對雇員的行為擁有自由裁決權，例如：嚴重違反工作道德可作為終止雇用關係的理由。

### 申請方式

對此職位有興趣者，請將簡歷電郵至 [apply@slo5c.org](mailto:apply@slo5c.org)