

## **PGC Church Administrator Job Description:**

The role of the Church Administrator is to provide support for Pastoral Team, efficiently and effectively manage overall church operations. The position is responsible for administrative tasks and projects, weekly operations and special events.

This is a 40 hour per week position. Availability to be on duty during Sunday Services is required.

### Essential Duties & Responsibilities:

- Plan and coordinate to maintain church calendar, worship schedule and special meetings.
- Prepare weekly for announcements, bulletins, PowerPoint presentations; manage facilities requirement and resources.
- Co-ordinate with different support teams to ensure church services run smoothly and on time, such as Facility Set Up team, AV team, Usher team etc.
- Regularly update key events and news on church website. Close co-ordination with Communication team to maintain current information.
- Perform bookkeeping tasks, process church expenses and payments, prepare cheques issuances and co-ordinate e-transfer payments.
- Order and manage church supplies.
- Manage overall rental planning and facilities booking for church services, cell gatherings and events. Communicate closely with PCA on a weekly basis to ensure smooth operation of facility requirements. Liaison with other churches and community centres for additional rental needs.
- Prepare, maintain and organize records and reports of church activities, attendance, meeting minutes, and official documents.
- Provide dedicated involvement and support for Cantonese ministries operations. Collaborate with Administrator for Children and English ministries to better coordinate overall church operations.
- Provide administrative support for church ministries, such as Mission, Cantonese MC, and Sunday School.
- Implement and maintain church policies and procedures.
- Address issues and develop solutions to operational challenges.
- Perform other related duties as assigned.

### Required Qualifications and Skills:

- Display strong verbal and written communication skills in both English and Chinese (Cantonese), including Chinese typing.
- Possess experience in office management and administrative tasks. Demonstrate strong organisation skills, the ability to work independently, and proficiency in managing multiple tasks while prioritizing responsibilities.
- Exhibit excellent interpersonal and communication skills to interact and collaborate closely with leaders, congregation members and external parties.
- Demonstrate strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Publisher). Familiarity with QuickBooks and church management software would be an asset.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Commitment to the church's mission and values.

If you are interested in applying for the position, please submit an application letter and resume to Rev. Ken Lee at [KenLee@rogers.com](mailto:KenLee@rogers.com).