



EDMONTON CHINESE
ALLIANCE CHURCH

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JOB POSTING

OFFICE ADMINISTRATOR (CANTONESE-MANDARIN MINISTRIES / PART TIME)

Description: The successful candidate for this role will provide administrative support for the Cantonese Ministry (CMC) and Mandarin Ministry (MMC) congregations.

Description of our Church: ECAC is a multi-language church in Edmonton with a heart to discern where God is leading us and follow Him faithfully. Our vision statement is “To make fully devoted followers of Jesus”.

Qualifications:

- A Canadian citizen or Permanent Residence of Canada
- Ability to work well in a team
- Successful completion of a criminal background check including vulnerable sectors check
- Must be fluent in speaking (Cantonese and Mandarin) and writing Chinese
- Ability to speak, read, and write English is an asset

Responsibilities:

- Respond to phone calls, mails, emails, inquiries, doorbells or direct them to appropriate individuals for correspondence
- Distribute devotional materials (eg. Daily Bread, Herald Monthly, CCM booklets) to each congregation
- Prepare weekly bulletins (attendance records, financial records, announcements), lobby TV monitor announcements
- Prepare weekly prayer bulletins
- Prepare marriage / funeral / special service bulletins
- Administer baptism / membership / child-dedication applications, interviews, certificates
- Order and distribute church calendars
- Provide communications team with updates (e.g., ministry promotions)
- Assist in processing application forms (e.g., missions, scholarships, etc.)
- Assist welcome teams with Welcome Packages
- Check classrooms to ensure supplies are adequately stocked
- Other responsibilities as assigned by the Office Manager

Position Type: Part-time. Salary to be determined based on experience and qualifications.

Next Steps: If you are interested in applying for this position, please forward your resume to the Senior Pastor, Arthur Wong (arthur.wong@ecac.ca).

