

## RCAC Administrative Secretary – Job Description

Job Posting: Church Secretary (Multiethnic Chinese and English Church)

Position: Administrative Secretary

Location: Richmond Chinese Alliance Church (RCAC), Richmond, BC, Canada

Job Type: [Full-time]

### About Us:

Richmond Chinese Alliance Church (RCAC) is a vibrant and diverse Christian community located in the heart of Richmond, BC. We are a church with five congregations. One congregation is English-speaking, three are Cantonese-speaking and one is Mandarin-speaking. As a church we worship, fellowship and serve in different languages and our vision is to be a united community of people changed by Jesus and sent to impact our world with the Gospel of Jesus Christ.

To learn more about RCAC, please visit our website: [www.rcac.ca](http://www.rcac.ca)

### Position Overview:

We are seeking a dedicated and culturally sensitive Church Secretary to join our team. The Secretary will play a pivotal role in providing administrative support and ensuring effective communication within our multiethnic church community. This role requires proficiency in both Chinese and English, excellent organizational skills, and a heart for ministry.

### Key Responsibilities:

#### Office Management:

- Manage communications in both Chinese and English, including phone calls, emails, and mail.
- Maintain organized church documents and records.
- Order office supplies, considering bilingual needs.

#### Administrative Support:

- Prepare bilingual church communications, including bulletins and newsletters.
- Coordinate bilingual church events, meetings, and appointments.
- Maintain the church calendar in both languages.
- Manage the booking of church facilities/equipment.
- Supervise church part-time caretaker to maintain/improve the church facilities.

#### Membership Records:

- Update member's records in both Chinese and English.

#### Liaison:

- Serve as a liaison between the congregation and the pastoral team, ensuring effective communication and pastoral care in both languages.

Miscellaneous:

- Support special projects and events, providing bilingual coordination and translation as needed.
- Execute other tasks as assigned by church leadership.

Qualifications:

- Commitment to the mission and values of Richmond Chinese Alliance Church.
- Bilingual proficiency in both Chinese and English.
- Preferably able to communicate in English, Cantonese and Mandarin.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite and bilingual church management software.
- Excellent written and oral communication skills in both languages.
- Cultural sensitivity and the ability to work effectively in a bilingual environment.
- Previous administrative experience, preferably in a multiethnic or bilingual church or non-profit setting.

How to Apply:

Interested candidates are invited to submit their resume and cover letter to [hr@rcac.ca](mailto:hr@rcac.ca) by October 15, 2023.

Richmond Chinese Alliance Church is an equal opportunity employer, and we encourage individuals from diverse backgrounds to apply. We thank all applicants for their interest in RCAC; however, only those selected for an interview will be contacted.

Note: Please visit our website for more information about RCAC and its mission.

September 22, 2023