



Job Title: Office Administrator – Fluent in Mandarin and English

Reports to: Church Administrator

Hours: Halftime (20 hours/week). Could work into a full-time position

Salary: \$22-\$25/hour based on experience and qualifications

The Office Administrator serves as the first point of contact for visitors and callers, supports communications and scheduling, and ensures administrative readiness for weekly worship services and church events. This role is part administrative support and part front-office hospitality, vital to the smooth functioning of our ministry and programs. We are seeking a detail-oriented, warm, and highly organized Office Administrator to support the day-to-day functioning of our church office. We are a multi-cultural church with 2 languages – Mandarin and English. Must be able to translate documents from English to Mandarin and Mandarin to English.

KEY RESPONSIBILITIES:

Reception & Communication

- Greet and assist visitors in a friendly, professional manner
- Answer and direct phone calls, take messages, and respond to general inquiries in English and Mandarin
- Monitor the office email inbox and respond or redirect messages appropriately
- Maintain a welcoming, organized, and hospitable reception area

Worship & Communications Support

- Produce weekly Sunday worship materials
- Collaborate with the ministry and music team to ensure service materials are complete and accurate
- Distribute weekly church-wide email communications
- Upload weekly live stream link and special events to the church website
- Support seasonal and special service preparations

Administrative Support

- Help manage church calendar and coordinate space-use requests from ministry groups and renters
- Maintain accurate digital and paper records and filing systems
- Monitor and restock office supplies and manage basic office equipment
- Assist with organizing and preparing for meetings, including room bookings, materials
- Support the Church Administrator and Pastor with special projects and ongoing administrative needs

Qualifications & Skills:

- Post-secondary education in Office Administration or related field, or equivalent experience
- At least 2 years of administrative/reception experience in a church, non-profit, or small office setting
- Committed to a growing, vibrant relationship with Jesus Christ and willing to share their faith
- Proficiency in Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint)
- Social media knowledge (e.g. Facebook, Wechat)
- Excellent written and verbal English and Mandarin communication skills
- Strong interpersonal skills: welcoming, discreet, compassionate, and tactful
- Strong organizational and time management skills; ability to manage multiple priorities independently
- Ability to learn and use online platforms (e.g., website, database)
- Willingness to work collaboratively with church staff and volunteers
- Sensitivity to confidentiality and understanding of professional boundaries

Other Requirements:

- Receipt of a satisfactory Level II Criminal Record Check (vulnerable sector), upon offer of employment.
- Compliance with any current health and safety protocols.
- Occasional flexibility in schedule may be required during peak seasons (e.g., Christmas, Easter).
- A heart for God demonstrated by an authentic witness of personal relationship as a follower of Jesus.
- Strong biblical, moral integrity and values
- Have financial integrity

Compensation & Benefits

- Hourly Wage: \$22.00 – \$25.00 per hour, commensurate with experience and qualifications
- Hours: Half-time (20 hours/week), generally Monday to Friday, with flexibility during high-demand seasons. Willing to consider eventually expanding to full-time.

**Reply by September 12, 2025 with covering letter and resume to office@emmanuelvictoria.ca
Attention: Personnel Coordinator**