

Administrative Assistant (Part-time)
Berkeley Chinese Community Church
Berkeley, CA

Our English-speaking church is looking for a motivated, reliable, administrative support staff person. The ideal candidate will provide support for weekly Sunday worship and special ceremonies, church communications, records, and coordinate property use. This is a 15 - 20 hours per week position. Pay rate is \$20 per hour. Tasks will be performed onsite with the option for some remote hours. This position will primarily report to the Lead Pastor and the Church Moderator as needed.

Primary Responsibilities:

- Provide support for regular and special events, including weekly worship.
- Respond to all public inquiries; in-person, phone, email and by mail.
- Publish content on all social media platforms.
- Coordinate and publish monthly newsletter and special messages.
- Coordinate property use and maintenance requests.
- Maintain church calendar - programming, worship participants, property use.
- Maintain contact information and appropriate distribution list.
- Maintain data and files; assist with reports.

Qualifications include:

- At least three years' experience as Support Staff, especially administrative and communications for a non-profit organization (preferred).
- Demonstrated organizational skills, strong oral and written communication skills including proofreading.
- Skillful in tending to multiple projects, ideas, and tasks through to completion.
- Reliable, punctual and team-player.
- Engages with compassion and integrity while maintaining confidential information.
- Computer skills, with experience using Microsoft Office 365 (Outlook, Word, Excel, PowerPoint), DropBox, WordPress, Facebook, Zoom and YouTube.
- Audio/Visual tech skills a plus.
- Enjoys working with people; comfortable in a multi-cultural Christian church community.

How to Apply:

Please email your cover letter and resume as PDF attachments to bcccstaffing@gmail.com