

Position: Church Administrator (Full-Time with Benefits)

Purpose: To manage the day-to-day business operations of the church. Duties include office management, financial management, and general business management.

Relationship: Accountable to designated supervisor. The Church Administrator will work closely with the General Affairs Deacon.

Education: Associate or higher degree from an accredited institution

Experience: Prefer 2 or more years of administrative experience in North America

Language: Proficiency in English required. Conversational Mandarin or Cantonese preferred.

Character Traits:

1. Teachable and servant-hearted
2. Detail-oriented, self-motivated, highly organized
3. Able to work on multiple tasks with little supervision; proactive in resolving problems
4. Team player who can work with people of differing opinions
5. Agrees completely with the Articles of Faith, Church Constitution and the Mission and Core Values of HCC

Ministry Skills:

1. Strong organizational skills
2. Strong interpersonal skills; good verbal & written communication; ability to type & translate Chinese is a plus
3. Experience in supervising staff and delegating responsibilities
4. Experience in purchasing, accounting, and budgeting
5. Working knowledge of computers and proficiency in software programs, including Microsoft Office Suite, Google apps (Gmail, Calendar, Docs, Drive, Sheets)
6. Sensitive to ministry in a Chinese American context

Responsibilities:

To work with others in the planning and implementation of various projects and programs within the church at large.

1. Office Management

- a. Manage the Facility Supervisor and Administrative Assistants
- b. Manage the hiring of all administrative staff positions
- c. Maintain office equipment and office supplies

2. Financial Management

- a. Work with the church treasurer to ensure the church properly uses funds and meets financial obligations
- b. Work with General Affairs deacon to maintain current year's budget and compile budget for next year
- c. Maintain all insurance policies associated with the church
- d. Coordinate matters with outside businesses and municipality entities

3. General Business Management

- a. Draft and maintain policies for staff HR
- b. Manage room reservations and facility rentals along with related policies
- c. Manage logistics for events and special projects
- d. Manage wedding & funeral coordination
- e. Manage translation support
- f. Manage transportation coordination



**HOUSTON
CHINESE CHURCH**
曉士頓中國教會

For those interested in this position, please submit a cover letter and resume to hccoffice@hcchome.org.