

Chinese Christian Church of Baltimore is seeking a secretary. The Job description is listed as following:

CCCB CHURCH SECRETARY JOB DESCRIPTION

The Church Secretary is integral to the smooth operation of the church. The Church Secretary typically handles the administrative responsibilities and provides a wide range of support to the Pastoral Staff and EDB. The Church Secretary is the first person visitors and newcomers come across at the church, whether by telephone or in-person, and is essential to the church's public image and outreach. Critical qualifications for anyone occupying this position are discretion, exercise of confidentiality and diplomacy, a positive attitude, strong problem-solving skills, and excellent interpersonal skills.

The Church Secretary will be adept at multi-tasking and working in a deadline-oriented environment. Accuracy and precision are important aspects of this position. Computer skills should be current and the Church Secretary should have a basic understanding of desktop maintenance procedures, computer networks, and printer and copier maintenance. Knowledge of the MS Office Suite (Word, Excel, and PowerPoint), email, and the internet are essential. Proficiency with English and Chinese are required. Active CCCB membership is required for the applicant.

The details of the Church Secretary's job responsibilities are as follows –

Communication

In partnership with the Pastoral Staff and the EDB, the Church Secretary is responsible for:

- Editing, producing, and translating of weekly Chinese Sunday Worship bulletins and those for special services, and printing English Sunday Worship bulletins
- Preparing the PowerPoint slides for the weekly Chinese Sunday Worship Service and those for special services, such as baptisms, revival services, retreats, conferences, funerals, and weddings
- Updating the church website with changes in the church calendar and church activities that need to be noted on the church website (on the church website announcement page or otherwise)
- Notifying the EDB Chairperson of special announcements to be distributed to the congregation (via mailing list) and/or to the wider church community

Facilities

In partnership with the Pastoral Staff and the EDB, the Church Secretary is responsible for:

- Scheduling use of the church facilities
- Liaising with tenants when certain facilities are rented out
- Assisting the General Affairs deacon in coordinating maintenance and repairs to the facilities

Office

The Church Secretary is responsible for:

- Managing telephone reception
- Ordering supplies, including certificates, baptism gifts, books, and discipleship materials upon request
- Maintaining office equipment such as Xerox machines and printers by promptly replacing toner, ink, and paper, and clearing paper jams when needed
- Providing clerical support to the Pastoral Staff and various church committees/ministries, including making copies of Sunday School materials as requested by the teachers
- Filing EDB minutes and reports, bulletins, flyers of special events, photographs, and New Visitors' cards
- Following up with New Visitors' cards by collecting them weekly, making a list of new visitors, compiling the data, sending the information of new visitors to the Care Minister (copying the appropriate pastor), and sending a welcome letter from the Senior Pastor
- Opening and closing the church, including locking and unlocking doors and setting and disarming security alarms
- Handling mail/package receivable and distribution
- Preparing the annual church directory
- Assisting the EDB Chairperson in answering inquiries from the church website and via email
- Assisting with baptismal services, including preparing application forms, collecting written testimonies, preparing PowerPoint slides and bulletins, preparing baptism robes by putting robes in place (that is, putting robes on hangers in the change room), and assisting the baptismal coordinator on baptismal days
- Keeping and updating the membership record
- Updating and organizing the bulletin board in the foyer

The Church Secretary is also responsible for other job-related duties, as assigned by the Pastoral Staff and the EDB with approval from the EDB Chairperson.

Please submitted your application to: cccbjobs@gmail.com