

**Job Title: Office Manager****Overview:**

This is a full-time position working primarily with the Pastors, but also with the Leadership Council, Treasurer and individual members of Community Church Hong Kong. The Office Manager should have a head for business efficiency and a heart for people. Normal Workdays: five days a week with Saturdays and Mondays off.

**Duties and Responsibilities:**

## Administrative Duties:

- Coordinates the efficient operation of the church. Reports to Senior Pastor. Manages office staff and Part-Time Helper Staff.
- Works cooperatively to ensure coverage of the church office, including cover phones and office hours. Takes messages or answers routine and non-routine questions.
- Coordinates with Ministry Team leaders on events and large-scale projects.
- Manages the property from upkeep to space bookings.
- Preparing notes for weekly staff meeting, monthly council meetings, and other team meetings within the church
- Manages the overall church calendar for all ministries, meetings, space usage and staff vacations
- In charge of the administration of benefits for staff (e.g. Health Insurance)
- Provides administrative support for Pastoral staff.
- Organizes and coordinate Part Time Helper Staff with hiring process, wages, weekly work loads, and special events needs.
- Maintain and keep up to date church membership list and congregation list.
- Maintain and keep up to date church records.
- Creates or oversees creation of PowerPoint and video presentations for Sunday services, as well as produces promotional digital or paper material like posters, leaflets and brochures etc. for church. Oversee the update of church website.

## Coordination/Liaison Responsibilities:

- Acts as a liaison between the church office, the church Treasurer and the various church ministry teams as well as individual members.
- Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the Pastors.
- Seeks out opportunities to help rather than waiting to be asked. Facilitates communication between groups within the church and suggests more efficient methods to accomplish objectives, when appropriate.
- Acts as a central source of information regarding church operation and planning.

**Skills and Competencies:**

Organizational: Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.

Interpersonal: Must have high level of interpersonal skills to handle sensitive and confidential situations. Position requires demonstrated poise, tact and diplomacy as well as an ability to work cooperatively with others.

Problem Solving: Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality. Has a strong business sense.

Adaptability: Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events. As the church grows, this role will change to reflect changes in church structure.

Dependability: Consistently meets deadlines, follows instructions, responds to direction and solicits feedback to improve performance.

**Education/Training/Experience:**

Knowledge of office administrative procedures, computer software applications, and knowledge of use and operation of standard office equipment, at a level generally acquired through several years of progressively responsible administrative and financial experience. Fluent in written and spoken English and fluency in spoken Cantonese is essential. Previous experience in a not-for-profit or church is a plus.

Interested parties should send their CV and cover letter to [hr@communitychurch.hk](mailto:hr@communitychurch.hk)