

Job Description for CBCM Part-Time Church Office English Secretary

Role & Focus:

The English secretary will be responsible for the secretarial and administrative work related primarily to English speaking ministries at CBCM Office (for both Rockville and Gaithersburg campuses). This position reports to the office supervisor (Ellen Lei) and works with the English pastoral staff* to ensure effective and efficient ministry in the English congregations.

In addition to the primary focus of the English congregations, the English secretary will also work with other office staff to assist with the day to day general office administrative work related to the entire church at CBCM office** (such as room reservation, bulletin and other media productions, etc. see below in the "Responsibilities" section for more details).

* The English secretary's official workload contacts are the office supervisor and the English pastoral staff. Others (such as Elders, deacons, and ministry leaders) will go through the office supervisor for any work-related request to the English secretary.

Responsibilities:**

1. **Bulletin and Announcements:** Write up and publish the English portion of the weekly bulletin and announcements information from BOE, BOD, BOT and other office staff. Help with the production of the weekly bulletin. (If the person in this position is proficient in Chinese, he/she may help with additional bulletin needs)
2. **Room Reservation:** Coordinate and record all incoming room reservation requests and all follow-up reservation communications.
3. **Administrative Support:** Work with English pastoral staff of each age group (children, teens, young adults, women, and English adults, etc.) to support them in the English ministries (PowerPoint production, type letters, data entry, creating printed materials such as posters, fliers, and brochures, make phone calls, and assisting in other work directly related to CBCM English ministry as requested). The rest of the work time is allotted to general office work. The office staff is expected to cover for each other's works and duties when needed or in one's absence, and perform other office-related duties as requested by office supervisor (Ellen Lei).
4. **Weekly Sunday school Attendance:** Collect and tabulate weekly Sunday school attendances from all congregations for bulletin publication.
5. **Welcome Letter:** Send English welcome letters to new visitors of the English worship service (may be asked to make welcome packages for English Congregation if the English Welcome Team does not carry out this task). Input & update visitors' database.
6. **Office Hours:** 25-30 hours per week (with 30-minutes lunch break). The office hour is flex hours but needs to have significant overlap with other office and pastoral staff. There also need to be at least one front office staff present at the office by 9am to respond to visitors and delivery (This will be worked out with the office supervisor and office staff).

** While personal ministry as a member of the church is greatly encouraged, it should not be confused with the official responsibilities of this position and should not be carried out during work hours.

Qualifications:

1. Christian; A healthy and growing relationship with the Lord.
2. Preferably a member of CBCM in good standing (proactive in worship attendance, serving, and church community life), if not, should be a member in good standing at another evangelical church, but need to be in agreement with CBCM statement of faith.
3. Responsible, faithful, humble, having a team spirit and a servant's heart, be proactive in taking initiative.
4. English as first/primary language. High English language proficiency. Good writing and communications skills.
5. At least 1 year of prior secretarial experience strongly preferred. Proficient in typing, and the use of typical office software. Able and willing to learn other office-related software and tools quickly.
6. Bi-lingual proficiency (English/Chinese) a plus, but not required.

Term:

Initial 90-days probationary period, then renewable/negotiable terms with annual reviews.

R.A.C.I. Relationships:

1. **Responsible for:** EM secretary
2. **Accountable primarily to:** Office supervisor, English pastors, senior pastor
3. **Consult with:** Office supervisor, senior pastor, more senior office staff
4. **Inform:** Office staff, pastoral staff, BOE, BOD