

Boston Chinese Evangelical Church  
**Office Manager**

**Job Description** (Full-Time Position)

1. Manage churchwide administrative support and office operations, including purchase of office supplies, room reservations, filing of CORI/SORI applications, etc.
2. Provide administrative support to the Senior Pastor
3. Supervise church secretaries and coordinate office coverage, general clerical work, weekly church bulletins, etc.
4. Assist the Board of Deacons in preparing the annual report, and coordinating the annual meeting, baptism services, and other special church events
5. Support the Board of Deacons in various administrative tasks, including organization of policies, processing of health benefits, check requests for monthly bills, etc.
6. Assist the facility manager in coordinating vendor repairs and other administrative tasks as needed
7. Collect requirements, help design, and administer a church wide electronic management system
8. Maintain church records, including membership list and official files
9. Support production and word processing for churchwide newsletter
10. Perform other duties as assigned

**Qualifications**

1. Excellent people skills
2. Strong computer skills and proficiency in the use of Microsoft Office software (Word, Powerpoint, Excel), email, and the internet
3. Experience managing a team of administrative and support staff
4. Experience in office operations and administrative processes
5. Track record of strong execution and team building in roles of increasing responsibility
6. Understanding of bi-cultural issues of an Asian American church
7. Bilingual in Cantonese and English (fluency in Mandarin desirable but not required)
8. Strong organizational skills and initiative to work on project assignments
9. Good time management, and ability to prioritize and multitask
10. Good speaking and writing skills

**Church Description: Boston Chinese Evangelical Church**

BCEC is a Bible-believing, non-denominational, local body of believers whose purpose is to glorify God through worshipping God, edifying believers, and sharing Jesus Christ as Lord and Savior by word and by deed to the Greater Boston Chinese community and the world, as guided by the Bible and the Holy Spirit. The church is composed of seven worship services (three Cantonese, two English, and two Mandarin) at two campuses (in Boston's Chinatown and suburban Newton). See [www.bcec.net](http://www.bcec.net) for more information.

Please send resumes and inquiries to Terri Mock or Peter Sun, both at [bod.personnel@bcec.net](mailto:bod.personnel@bcec.net).