



Job Title: Administrative and Ministry Support Coordinator
Job Type: Part-Time (20 hours per week)
Employer: Boston Chinese Evangelical Church (Non-denominational)
Location: Newton, Massachusetts

Church Description

Founded in 1961, Boston Chinese Evangelical Church (BCEC) has campuses in Boston's Chinatown and Newton, MA. Our church gathers for worship in seven congregations using three languages on both campuses. The Newton campus consists of three congregations (English, Cantonese, and Mandarin).

The Position

Seeking an experienced administrative and ministry support professional to join our team. This individual will perform a wide range of administrative activities to support various Chinese ministries and facilitate the efficient operations of BCEC Newton Campus. This position reports to the Office Manager and works closely with the Chinese pastoral staff. This position requires flexibility to work on weekends (as necessary).

General Duties and Responsibilities

1. Provide administrative support to ensure efficient operation of the office, such as performing routine clerical duties, maintaining files and office supplies, managing the church's calendar, appointment and facilities reservations, taking meeting minutes, and maintaining official records
2. Utilize a variety of systems (e.g. email, Slack, church management system) to communicate effectively with the staff, volunteers, and congregation
3. Publish the weekly worship bulletin (digital and hard copy)
4. Assist with translating communication materials, such as the newsletter, outreach flyers, and annual reports
5. Coordinate and arrange logistics for Sunday worships with staff and volunteers
6. Support ministry and outreach planning for pastoral staff, such as transportation booking, facilities reservation, vendors coordination, and expense reimbursement request
7. Maintain the church management system and online registration platform, such as updating visitor and member records, worship service attendance, and managing event registrations
8. Maintain the church website and online profiles and updates with the church's weekly sermons, bulletins, and events
9. Create informational materials using online creative design tools, such as Canva and Adobe
10. Participate as a team player and supports other administrative and ministry support staff as needed

Ideal Candidate Qualifications

- At least 2 years solid administrative experience
- Excellent organizational, multi-tasking and time-management skills; ability to prioritize tasks and work independently
- Solid written and verbal communication skills in both Chinese and English

- Strong computer skills and proficiency in Microsoft Office applications including Word (Chinese word processing required), PowerPoint, Excel
- Experience with website and database management, social media platforms, and Zoom video conferencing platform
- Ability to learn, adapt and use technology-based applications
- Proven ability to be resourceful and proactive when issues arise
- Flexible and able to adapt to last-minute developments, typical of church ministry
- Previous experience working in an Asian American church setting preferred
- College degree preferred or equivalent work experience

Application Process

Please include the names and contacts of two references with your application. Upon review of your resume, we will request a submission of two letters of reference.

Please send a cover letter and résumé by email to:

Personnel Deacon

Boston Chinese Evangelical Church

Email address: bod.personnel@bcec.net

For Further Information: Visit our website at www.bcec.net/jobs