

Job Title: Church Ministry Administrator
Reports to: Senior Pastor
Employment Type: Full-Time
Location: 133 Old Kennedy Road, Markham

Job Summary:

We are seeking a highly organized, proactive, and spiritually grounded Church Ministry Administrator to support the ministry functions of our church. This role is essential in ensuring the smooth coordination of day-to-day operations, events, and communication. The ideal candidate will work closely with and take direction from the Senior Pastor, providing strong administrative leadership to enable and support the ministries of the church.

Key Responsibilities:

- Provide ministry support to the pastoral team, ministry leaders, and communications with congregations
- Coordinate church calendars, scheduling, and facility usage for church events and meetings.
- Prepare bulletins, newsletters, digital communications, and other publications.
- Manage internal and external communication, including emails, phone calls, and inquiries for ministry related functions.
- Support the planning and execution of church events, programs, and services.
- May assign other related duties to meet the ongoing needs of the organization / Church

Qualifications:

- A committed Christian with a heart for ministry and church service.
- Proven experience in administrative or office management roles (preferably within a church or nonprofit setting).
- Strong organizational and time-management skills with attention to detail.
- Excellent verbal and written communication skills. English and Cantonese a must, Mandarin is preferred.
- Proficiency in Microsoft Office Suite, Google Workspace and Adobe Acrobat.
- Ability to manage multiple tasks and prioritize in a dynamic environment.
- Discretion and professionalism in handling confidential information.
- Familiarity with church operations and ministry structures is highly desirable.
- Ability to embrace changes and learn new process, tools or responsibilities as required

Working Conditions:

- Collaborates closely with Senior Pastor
- Coordinate with pastors, office staff, volunteers, and church members in a team-oriented environment.

- Regular office hours with occasional evenings and weekends to support church events.
- Work is performed in an office and church setting.
- May involve lifting light materials or equipment (e.g., event setup).

Faith-Based Expectations:

- Must support the mission, vision, and values of the church
- Alignment with the church's Christian faith and ethics is expected
- A heart for ministry and service to the church community