

Job Title	Church Administrator, The Ark Christian Community Church, Part Time permanent with potential for expansion to full time
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Church Overview

The Ark Church is a multi-lingual congregation (English, Cantonese and Mandarin), multi-generational ethnic church which formed in 2022. The Ark Church was founded because of the departure of MCPC (Markham Chinese Presbyterian Church) from the Presbyterian Church of Canada (PCC) due to changes in the definition of marriage. To learn more about Ark Church visit www.arkchurch.ca

Reporting structure: This position reports to the Ark Board of Directors (direct) and the Managers Board (indirect).

Job Purpose

To support The Ark Church by providing comprehensive clerical, administrative, and organizational assistance to the Elders Board, Managers Board and Ministry teams, supporting the effective operation of the church and its ministries. This role is essential for fostering communication, enabling effective coordination and maintaining administrative efficiency within the church.

Duties and Responsibilities:

1. Administrative Support

- Manage and respond to phone calls, emails, and external inquiries and correspondences on behalf of the Ark Church.
- General bookkeeping support including assisting with budget preparation and tracking of expenditures.
- Draft, edit, and distribute documents, including bulletins, reports, newsletters, and announcements.

2 Communication and Coordination

- Ensure timely dissemination of information, updates, and resources.
- Coordinate between pastoral staff and leadership groups to streamline communication and joint initiatives.

3 Event and Program Coordination

- Organize church facility bookings and help scheduling meetings, events, and programs.
- Assist in planning and executing ministry events, retreats, and programs.

4 Sunday Worship and Ministry Support

- Be present to assist as needed during Sunday Worship Services (English, Cantonese and Mandarin)

- Collect, organize, and input newcomer card data for follow-up.
- Prepare and post sermon recordings on the Ark Church website.
- Monitor and report service attendance and participation.

5 Record Management

- Maintain accurate records of congregants, volunteers, police checks, and Plan-to-Protect compliance.
- Ensure secure handling of confidential information.

6 Collaboration with the Staff

- Coordination with the pastoral staff to maintain the church calendar and manage centralized databases effectively.
- Provide support for cross-functional projects that align with Ark mission and vision.

7 Member Care

- Maintain membership records, including newcomers register, baptisms, and memberships.
- Address congregant needs and provide relevant information.

8 Supplies Management

- Manage supplies, ensure items are proactively restocked as needed – offering envelopes, paper, etc.

9 Facilities

- Opening and securely closing church facilities as required for church ministries, rentals and bookings.
- Reinforcing building security practices

10 Additional responsibilities (on as-needed basis)

Qualifications

- A mature and growing Christian with a servant heart committed to the Ark church vision, mission, and values.
- Relevant administrative and secretarial experience, preferably in a church or nonprofit setting.
- Strong organizational, interpersonal, and communication skills.
- Proficient in English; working knowledge of Chinese (Cantonese and Mandarin)
- Advanced computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Teams, and Outlook).

- Ability to manage multiple tasks with attention to detail and remain composed under pressure.
- Collaborative team-player
- Effectively maintains confidentiality and integrity when handling sensitive information.
- Familiarity with website content management systems (WordPress) is an advantage.

Work Schedule

- Part-time position initially (27-29 hours/week), with potential to conversion to permanent full-time (37.5 hours/week)
- Requires availability on Sundays to support Worship Services across 3 congregations, occasionally evenings.
- Flexibility to work in a fast-paced environment with varying responsibilities and deadlines.

What we commit to:

- Fair compensation and benefits
- Supportive environment and respect for clear boundaries to prevent burnout; clear guidelines around time and in-office schedule; grace and understanding for your life circumstances
- Teamwork – with staff and lay leaders (you are not doing it all, you are working as part of a team)
- Constructive feedback, and regular feedback cycles