

Alhambra True Light Presbyterian Church

Title: Secretary for Cantonese Ministry

Status: Part-time, Non-Exempt

Location: Remote

Hours: 10-20 hours per week

Compensation: \$17.00-\$20.00 per hour

Job Description: The Secretary for Cantonese Ministry supports the Cantonese Leadership Council (CLC), with administrative tasks for ATLPC's Cantonese Ministry. This position reports to the Pastor for Cantonese Ministry, and is accountable to the Pastor, Head of Staff.

Responsibilities:

- A. Chinese Typing
 - 1. CLC Minutes and Agenda.
 - 2. Prayer Letter for Prayer Meeting.
 - 3. Announcements.
 - 4. CLC Calendar.
- B. Cantonese Ministry Documents
 - 1. Translation between Chinese and English.
 - 2. Use Box.com to archive all Cantonese/CLC documents.
 - 3. Maintain and update Cantonese membership list, alongside the ATLPC Office Congregation List.
 - 4. Maintain and Update Members Visitation list, alongside the Cantonese Ministry Intern.
- C. Cantonese Ministry Wide Communications
 - 1. Maintain and update the Signal platform or similar platform for newsletter and announcements, alongside the ATLPC Office with All-Church announcements.
- D. Creative Tools
 - 1. PowerPoint and similar graphic programs/applications to create Cantonese ministry documents and announcements.

Knowledge & Skills Required:

- A committed Christian who sees this position as a ministry.
- Cantonese speaking with the ability to read and type Chinese as well as proficiency in English communication.
- At least 2 years of college or equivalent.
- Experience working remotely and able to collaborate with other ATLPC Office staff.
- Computer knowledge of Microsoft Office, email, and other general office functions in both English and Chinese.
- Must possess excellent people skills, able to establish working relationships with people on many levels; able to be flexible, patient, and compassionate, including cultural sensitivity.
- Must be teachable, willing to learn, and a multi-tasker.

Please send resumes to hring@atlpc.org

Alhambra True Light Presbyterian Church 阿市真光長老會

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