

# **PCC ADMINISTRATOR**

## **Qualification**

1. A Christian who agrees on PCC's faith position.
2. Must be a PCC member in good standing.
3. Strong organization skills.
4. Good people skills to work with church leaders and members.
5. Good command of English and Chinese in both verbal and written communications.
6. Strong computer skills (MS Windows, Word, Excel, Access, PowerPoint, etc.)
7. Proficiency in the use of office tools (copy machine, printers, phone system etc.)
8. Legal status of working (PR or US citizenship)
9. College graduate or equivalent work-related experience
10. Willing to make commitment of minimum one year after 6 months trial period.
11. Possessing a driver's license.

## **Duties**

1. Define, execute, evaluate, and report the administrative tasks of the church.
2. Train and coordinate the co-workers for the administrative tasks at the office.
3. Answer phone calls; distribute mails, emails, bills and necessary documents.
4. Edit and print Sunday bulletins and special events flyers.
5. Maintain office equipment and replenish office supplies when necessary.
6. Review and maintain material posted on the church bulletin boards.
7. Revise, edit and print the church directory on an annual basis.
8. Manage and schedule room assignment with church leaders and ministries.
9. Create, update, and manage the church-wide data stores
  - a. Update and manage members' information monthly  
(e.g., baptism, membership, birth, death, moving in/out etc.)
  - b. Enter the newcomers' information and visitation records.
  - c. Design and publish forms/tables for related events
  - d. Update, and manage website-related information.  
(e.g. upload weekly sermons, updating church events etc.)
  - e. Summarize and chart church data (e.g. attendance, offering etc.)
10. Support special events/meetings (e.g., church retreat, mission, trainings, seminars, marriage, death, baptism, visitation etc.)
11. Serve as a liaison among external parties, church leaders and congregations.
12. Support evangelistic activities per the guidance of Pastors and Elders.
13. Other duties as required.

**Total time per week: 20 - 25 hours**

# 匹兹堡华人教会 行政同工

## 资格

1. 必须是认同PCC信仰立场的基督徒。
2. 必须是信誉良好的 PCC 会员。
3. 有良好的组织能力,能有效完成行政任务。
4. 有良好的人際關係,能與教会同工和成员有效共事。
5. 有良好的中英文口头和书面的沟通能力。
6. 能有效使用需要的软件(MS Office, Google Doc 等等)。
7. 能熟练使用办公设备(复印机,打印机,电话系统 等等)。
8. 拥有在美国合法工作的身份(PR 或美国公民)。
9. 大专以上学历或同等的工作经验。
10. 愿意六个月试用期后,至少工作一年。
11. 持有驾驶执照。

## 职责

1. 定义、执行、评估和报告教会办公室的行政事项。
2. 培训和协调 其它行政同工,完成教会办公室的行政工作。
3. 接听电话、分发邮件、电子邮件、账单和其它必要的文件。
4. 编辑和打印主日周报,和其它特别活动的文件、传单。
5. 维护办公室内的设备,必要时补充办公室的文具与用品。
6. 审查和维护张贴在教会公告板上的内容。
7. 修订、编辑和打印教会的通讯录(原则上每年一次)。
8. 与教会领袖和各样事工负责人一起安排在教会的聚会地点。
9. 创建、更新和管理教会的资料的存储与拷贝。
  - a. 更新和管理会员信息(洗礼、会员资格、出生、死亡、搬入/搬出等等)
  - b. 输入新来的基督徒或朋友的信息与相关的探访记录。
  - c. 为教会活动、聚会设计、分发、张贴需要的表格。
  - d. 更新和管理网站相关信息(上传证道视频或音频、更新教会活动等等)。
  - e. 总结和绘制教会相关的数据(出席人数、奉献等等)。
10. 支援特别聚会与活动(退修会、培训研讨会、洗礼/婚礼/丧礼等等)。
11. 作为教会外人员、教会领袖和会众之间的联系人员。
12. 在牧者与长老的指导下,支援福音、宣教与外展的事工。
13. 支援其他教会行政事项。

每周工作总时数约**20 - 25**小时