

# 2024 SVCA Office Openings

## Openings and Job Descriptions :

### Church office secretary (40-hour exempt)

Under the direction of office director and senior pastor, the church office secretary provides administrative and secretary service in the church office and executes literary works and church people's information and data management in a punctual, friendly and courteous manner. The detailed duties and responsibilities of this staff is as follows:

1. Executing works in the areas of church office administration and operation, which include but not limited to:
  - Scheduling routine and special office staff meetings or events, taking meeting minutes and supervising the execution of the actions items set in staff meetings
  - Supervising the routine operation of the church office, such as cleaning duties, mails collection and distribution, answering and replying to phone calls and external emails
  - Working with coworkers on updating and printing weekly newsletter and sermon outlines
  - Being in charge of office purchasing and managing office properties and overall logistic items
  - Being in charge of documents management and establishing digital archives of important documents
  - Supporting the secretary needs of the pastoral and ministerial staff and executing other office tasks assigned by the office director
  - Making creative announcement videos weekly
  - Being in charge of guest speakers schedule and travel arrangement, and executing special events coordination under the direction of office director and pastoral staff.
  
2. Leading and coordinating literature works which include but not limited to:
  - Planning and leading the literature ministry to spread Gospel and mission to God's Kingdom, including communicating, organizing and managing all the literal works, by setting priorities and allocating resources;
  - Personally coworking with, building up and leading coworkers in the service areas of dictating, editing, proofreading, translating and multimedia production;
  - Executing the editing and publications of journal or special editions relating to the

- important growth or ministry events of SVCA
  - Building up the translation team and arranging the translation service for literature works and church meetings
  - Managing other literature related works such as publications and Ebooks.
  - Making short videos, alone or with coworkers, for special occasions such as annual ministry review and church anniversary celebration.
3. Managing Church People's Information and Email Accounts
- Being the admin of SVCA email accounts and aliases and carrying out routine email accounts and aliases managements and updates
  - Processing Chinese congregants' signing of the commitment to SVCA faith statement;
  - Maintaining and updating information in the Breeze system (SVCA's people information system) or other databases.

### **Administration Staff/Manager (Facility Management, 40-hour exempt)**

Church Facility Management and Operation Staff is a reliable team player that offers valuable insight, bridging the vision of the church and day-to-day facility management and operations. Under the supervision of the Administration and Operation Department Lead, the staff will manage, execute and coordinate church facility management and operations (alone or with coworkers) including but not limited to:

- Working to optimize church-wide facility operations (including routine meetings and special events) in partnership with church leadership, ministry departments and volunteers, to ensure both efficiency and responsible stewardship of church resources.
- Leading and building up the church facility and safety teams and coworkers.
- Managing facility and operation related archives and documentation, and establishing and updating the handbooks, checklists and protocols concerning the facility operation, maintenance and church safety.
- Working as the main contact with the external government departments, organizations and companies concerning facility development, inspection and repairs, and dealing with related service agreements, registration, taxes and insurance issues.
- Managing and executing the responsibilities in the area of facility management (routine facility inspection, facility opening and locking up, utilities, insurances, internal and external communication, special development projects, etc.)
- Handling and executing the facility maintenance tasks and service (doors, windows, locks, painting, lighting, electrical systems, plumbing, gas, HVAC, floors, ceiling tiles, phone/data cabling, furnitures, all restrooms and etc.) and also the landscape (gardening, tree trimming, parking lots, garbage, painting, signage, sidewalks and etc.)

- Leading and executing the tasks and service items in the area of the church safety/security (annual fire/evacuation drills, safety patrols during church meetings, monitoring and managing CCTV systems, communicating and responding to alarm service, etc.)
- To carry out the service roles in the church office according to the Church Office annual plan or assigned by the Office Director.

### **Basic Requirements :**

- Embracing SVCA vision and mission
- Open and authentic communication
- Quick learner and good team player
- Detail-oriented, careful, attentive, and able to cope with multi-tasks, handle various duties simultaneously
- Bilingual in English and Chinese
- At least 2-year related working experience
- Proficient in Microsoft Word, Google Doc/Sheet/Form/Slides, multimedia Apps and office related softwares
- An U.S. citizen or holding a legitimate work visa

***If you are interested, please send your resume to [office@svca.cc](mailto:office@svca.cc) and ask for a detailed JD. Thank you!***