

Job Ad: Church Administrative Assistant / Junior Pastoral Assistant

Kowloon International Baptist Church (KIBC) is an English-speaking multi-national church located in Kowloon Tong. We are asking for individuals who share our vision and values to prayerfully consider and send a resume for the position of Church Administrative Assistant / Junior Pastoral Assistant.

POSITION SUMMARY:

The Church Administrative Assistant / Junior Pastoral Assistant ensures the smooth and efficient operation of the church office. This role requires a highly organized, welcoming, and discreet team player who can manage communication, coordinate church calendars, and provide robust administrative support to the pastoral team and congregation.

KEY RESPONSIBILITIES:

Administrative Support

- **Manage daily operations:** Assist in greeting visitors, answering phone calls, and monitoring the primary church email inbox.
- **Calendar management:** Maintain the pastor's schedule, book appointments, and coordinate meetings.
- **Documentation:** Prepare and edit correspondence, reports, and presentation materials for church leadership.
- **Office upkeep:** Assist with inventory management, equipment maintenance, and physical/digital filing systems.
- **Data management:** Assist the Administrative Assistant in maintaining accurate records of church membership, visitor data, and attendance.

Financial Administration

- **Offering records:** Work with the Church Treasurer and Accountant to track and log weekly tithes and offerings.
- **Banking tasks:** Assist the Accountant with routine banking errands and basic financial documentation.

Coordination & Communication

- **Content creation:** Gather and compile information for weekly bulletins, monthly newsletters, and mass emails.
- **Public relations:** Respond to public inquiries regarding facility rentals, weddings, baptisms, and funerals.
- **Event logistics:** Organize church events, including room bookings, equipment setup, and hospitality arrangements.

Qualifications & Skills

- **Experience:** 1–2 years of administrative or secretarial experience. Experience within a church or non-profit organization is highly preferred.
- **Technical Skills:** Proficiency in Microsoft Office Suite and Google Workspace. Familiarity with church management software (e.g., Planning Centre, ProPresenter) and basic accounting knowledge is a major plus.
- **Language Skills:** Professional proficiency in English and Cantonese. Conversational or professional Mandarin is an advantage.
- **Communication:** Excellent written and verbal communication skills paired with a warm, professional, and pastoral demeanour.
- **Discretion:** High level of integrity and absolute commitment to maintaining confidentiality regarding sensitive parishioner and church data.
- **Alignment:** A strong understanding of church doctrine, operations, and a heart for ministry.

HOW TO APPLY:

If you feel called to this ministry, please submit your resume and a brief cover letter explaining your heart for church administration to staff@hkkibc.org with the subject line "Application: Church Admin / Junior Pastoral Assistant."

Or, by mail to:

Kowloon International Baptist Church
Room 2B, 1/F, Tsz Kwong Building
45–47 Grampian Road
Kowloon City
Kowloon, Hong Kong