

# Administrative Assistant

<b>Position Title</b>	<b>Location</b>
Administrative Assistant	ECC Redmond Campus: In-person
<b>Supervisor</b>	<b>Weekly Hours</b>
Church Administrator	25 Hours
<b>Job Classification</b>	<b>Ministerial Status</b>
Non-Exempt, Part-time	Non-Ministerial

## About ECC Seattle:

The Evangelical Chinese Church of Seattle (ECC) is a well-established multi-generational, multilingual (English, Mandarin, and Cantonese), multi-campus church. We have locations in Seattle, Redmond, and Edmonds, using the “One Church Multiple Campuses” model. Our members are from various backgrounds, and our church is not affiliated with any denomination.

## Our Mission:

ECC strives to be a Missional Church. We seek to help people come into a relationship with Christ, grow and mature their faith through the Holy Spirit, be transformed into His likeness, share God’s love with those around us, and be a blessing to others in our community and in the world – all to the glory of God.

Our Mission Motto is: Faith to Faith, Life to Life, Generation to Generation.

## The Position:

ECC is seeking a detail-oriented bilingual (Chinese/English) Administrative Assistant to support the administrative functions of our church. The ideal candidate will be responsible for handling various tasks related to office management, communication, and coordination to ensure the smooth operation of the church’s administrative processes. This role involves working closely with church staff, volunteers, and members to facilitate effective communication.

## Compensation and Benefits:

- Pay Range: \$21.28 - \$26.67 per hour, depending on experience
- Part-time staff accrue PTO based on hours worked

## Responsibilities:

- Answer and direct phone calls and incoming emails promptly, politely, and professionally.

### MAILING ADDRESS

#### 西雅圖

**SEATTLE CAMPUS**  
651 NW 81st Street  
Seattle, WA 98117  
206-789-6380

#### 東區

**REDMOND CAMPUS**  
17360 NE 67th Court  
Redmond, WA 98052  
425-748-9660

#### 北區

**EDMONDS CAMPUS**  
7950 228th Street SW  
Edmonds, WA 98026  
425-778-1647

 [www.eccseattle.org](http://www.eccseattle.org)  
 [info@eccseattle.org](mailto:info@eccseattle.org)

- Meet, greet, and follow up with on-site visitors and contractors.
- Handle mail and deliveries.
- Create and distribute weekly bulletins and programs for regular worship services and special services (e.g. joint services, funerals).
- Prepare PowerPoint slides for weekly announcements and special events.
- Prepare various certificates as needed.
- Provide administrative support to the pastoral staff, elders, deacons, and other leaders as required.
- Assist in scheduling appointments and managing room assignments.
- Update and maintain membership database (Planning Center).
- Monitor and maintain sufficient office supplies.
- Perform other duties as assigned, based on the needs of the church.

**Requirements:**

- Bilingual fluency in English and Chinese (Mandarin or Cantonese) is required.
- Personal faith in Jesus Christ and a commitment to conduct oneself with a Christian ministry mindset.
- 2-year college degree; additional education or training in office administration is a plus.
- Proficient in Microsoft Office Suite and Google Suite; basic knowledge of office equipment. Experience with Canva is a plus.
- Excellent communication and interpersonal skills.
- Able to maintain confidentiality.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Ability to work independently as well as collaboratively in a team.
- Willingness to learn new technologies and tools.

For fullest consideration, applicants should submit their resume, a completed application form, and three references to [resume@eccseattle.org](mailto:resume@eccseattle.org).

We look forward to hearing from you!

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