

Administrative Assistant

Position Title	Location
Administrative Assistant	ECC Redmond Campus: In-person
Supervisor	Weekly Hours
Church Administrator	30-40 Hours
Job Classification	Ministerial Status
Non-Exempt, Part-time or Full-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 (English/Chinese) Administrative Assistant to support our church operations. The ideal candidate will manage day-to-day office tasks, streamline communication, and coordinate logistics to ensure the smooth running of our ministry. This role involves working closely with church staff, volunteers, and congregants to foster a welcoming environment and facilitate effective communication.

Compensation and Benefits:

- **Pay Range:** \$21.28 - \$26.67 per hour, commensurate with experience
- **Health & wellness:** Comprehensive medical, dental, vision, and life insurance coverage fully covered at no cost for the employee
- **Paid Time Off:** Generous Paid Time Off (PTO)
- **Retirement:** 403(b) retirement plan with employer contribution

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



info@eccseattle.org

Responsibilities:

- **Answer and direct** phone calls and incoming emails promptly, politely, and professionally.
- **Welcome, greet, and assist** on-site visitors and contractors, ensuring appropriate follow-up.
- **Manage** incoming and outgoing mail and deliveries.
- **Create and distribute** weekly bulletins and programs for regular worship services and special events (e.g., joint services, funerals).
- **Prepare** PowerPoint presentations for weekly announcements.
- **Issue and track** various certificates as needed.
- **Provide** administrative support to pastoral staff, elders, deacons, and other ministry leaders.
- **Manage and process** room assignments and facility bookings.
- **Update and maintain** the church membership database (Planning Center).
- **Monitor and replenish** office supply inventory.
- **Perform** other duties as assigned to support the needs of the church.

Requirements:

- **Fluency** in reading and typing in both English and Chinese (Mandarin or Cantonese) is required.
- **Personal faith** in Jesus Christ and a commitment to serving with a Christian ministry mindset.
- **Two-year college degree**; prior work experience or training in office administration is a plus.
- **Proficiency** in Microsoft Office Suite and Google Workspace; basic knowledge of office equipment. Experience with Canva is a plus.
- **Excellent** communication and interpersonal skills.
- **Proven ability** to maintain a high level of confidentiality.
- **Strong organizational skills** with the ability to prioritize tasks effectively.
- **Ability** to work independently as well as collaboratively within a team.
- **Willingness** to learn and adapt to new technologies and tools.

For fullest consideration, applicants should submit their resume, a completed application form, and three references to resume@eccseattle.org.

We look forward to hearing from you!

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