

July 24, 2025

Job Description for Office Administrator

Accountable To: SEAC Senior Pastor

Position Type: Full-time, salaried.

Description of South Edmonton Alliance Church: SEAC first opened on January 1, 1988, embracing the heritage of the Christian and Missionary Alliance. We were founded by a group of brothers and sisters in Christ who were commissioned by Edmonton Chinese Alliance Church to be faithful in advancing the gospel in the Mill Woods community. God has continued to bless this church with His providence and grace.

Who We're Looking For: We are seeking a Christian faith, detail-oriented and organized Office Administrator to join South Edmonton Alliance Church.

The Office Administrator will be responsible for overseeing administrative daily operations, managing church resources, providing administrative support to the church leadership, as well as facilitating communication within our congregation and the community.

Responsibilities

- Managing day-to-day operations of the church including processing mail, answering phone calls, and managing the church email account.
- Maintaining church records, managing databases, and preparing weekly bulletins.
- Implementing and improving administrative processes for better efficiency.
- Assist in managing church finances, including budget preparation and financial reporting.
- Coordinating communication with church members, staff, and the community.
- Coordinating with volunteers and assisting with organizing church events and programs.
- Coordinating and scheduling church events and activities.
- Coordinating church meetings and record minutes.
- Overseeing facility management, including maintenance, security and repair of church property, and scheduling necessary inspections and services.
- Ensuring compliance with legal regulations and church policies.
- Providing administrative support to church leadership.

Qualifications

- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills.
- Fluency in written and spoken Cantonese, English and Mandarin.
- Strong interpersonal skills and the capacity to work collaboratively with others.
- Budget management expertise to ensure church spending aligns with the approved budget.
- Conflict resolution and collaboration skills to maintain relationships with ministry workers, vendors and congregants.
- Proficiency with office software and social media platforms.
- Familiarity or ability to learn relevant church software, such as Planning Center or ChMeetings.
- Proven work experience as an Office Administrator or similar administrative role.
- Sound understanding of bookkeeping and financial management.
- Respect for confidentiality and discretion.
- Commitment to continuous improvement and professional growth.
- BSc degree or Diploma in Business Administration or relevant field is preferred.
- Valid work permit or Permanent Residence status in Canada.

Benefits

- Health insurance
- Dental insurance
- Retirement plan
- Two weeks (10 work days) paid time off

Additional Information

- **Job Title:** Office Administrator.
- **Work Environment:** Office setting within the church premises.
- **Reporting Structure:** Reports to the Senior Pastor.
- **Salary:** Salary is based upon candidate experience and qualifications, as well as market and business considerations.
- **Location:** South Edmonton Alliance Church, 6508 31 Ave NW, Edmonton, Alberta.
- **Employment Type:** Full-time, 36 hours per week.
- **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to Rev. Hubert Chau at hubert.chau@seachurch.ca.