



*A Generation for the Cultural Mission 新一代文化宣教*

**We are hiring!**

## **Ministry Administrator**

### **Background & Description:**

[Presence Quotient](http://www.presencequotient.org)®, also known as Presence, is a Christian 501(c)(3) non-profit organization that provides tools and training for individuals and families to apply Christian values to their everyday lives, bridge the cultural and generational gaps, and be equipped to lead and serve in their communities.

Website: [www.presencequotient.org](http://www.presencequotient.org)

We are looking for a **Ministry Administrator** to join our team to provide administration support for ministry and operations of our Headquarter as well as for our ministries in NorCal and Hong Kong.

### **Duties and Responsibilities include (not in any particular order):**

1. Handle online workshop registration and assist in event invitation as needed.
2. Handle service administration for clients.
3. Coordinate and maintain contracts of volunteers and ministry contractors.
4. Handle contact list database including sort, clean up, run report. Liaison with service provider and internal departments.
5. Provide secretarial support to CEO, such as scheduling and correspondences.
6. Organize and save operation and ministry reports and related documentations in the company server, periodically download from google drive.
7. Order mass mailing to donors/supporters, order flyers.

### **Qualifications:**

- Subscribe to the vision and values of Presence.
- Bilingual in Cantonese/Mandarin and English.
- Bachelor degree with related experiences.
- Excellent skills in organization, multi-tasking, business writing, and communication.
- Able to work with minimal supervision in a multi-generational setting.
- Strong technical background with advanced computer skills: Microsoft Office, Google applications. Experience in database software.
- A serving heart. Humble attitude. Good Christian values.
- Available on weekends if needed to provide support at workshops.

**Position Type:** Full-time

**Requested Documents:** Resume & Cover Letter, Two references (name, relation, phone no. and email).

**Location:** City of Industry, CA

**Contact Information:** Vanessa Lai, Administrative Manager. Email: [hr@presencequotient.org](mailto:hr@presencequotient.org)

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