



**We are hiring!**

## **Ministry Administrative Assistant**

### **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 seeking a **Ministry Administrative Assistant** to join our team who supports Ministry Coordinators in the planning of events or projects, as well as working with other team members, contractors, volunteers as needed.

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

1. Handle ordering and mailing of newsletters and marketing materials, send thank you cards.
2. Prepare PowerPoint presentations and charts.
3. Pack products and literatures for events.
4. Maintain inventory of products and literature.
5. Assist in administering workshop registration and event invitation.
6. Organize, update and maintain folders and photos in the organization servers.
7. Assist in event and booth set-up and teardown.
8. Follow up on the work progress of different departmental coordinators and contractors to meet timelines by collecting their weekly progress reports, periodic ministry reports, annual budget report.
9. Manage contact list database in CivicCRM including sort, clean up, run report.
10. Support other small project coordination.

### **Qualifications:**

- Detail-oriented. Independent thinker. Self-learner.
- Bi-lingual (Chinese and English).
- Computer proficiency: PowerPoint, Word and Excel, Google applications.
- A serving heart. Humble attitude. Good Christian values.

**Position Type:** Part-time around 20 hrs per week, 2-3 days per week / Full-time

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

**Location:** City of Industry, CA

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

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