

Position title:	Church Administrator
Position status:	Full-time
Ministry:	Admin Office
Posting date:	August 7, 2026
Employment start date:	Subject to confirmation

ABOUT MARKHAM CHINESE BAPTIST CHURCH

Markham Chinese Baptist Church (MCBC) is a trilingual (English, Cantonese and Mandarin) multigenerational church of about 1,000 congregants across four divisions: English (~150 people), Mandarin (~200 people), Cantonese (~500 people) and Young Life Division (~150 people), and has a team of 12 pastoral staff.

We are strategically situated next to Hwy 404 between Major Mackenzie Drive E. and 16th Avenue in a residential area developed over the past 20 years and is expanding into the north with predominately Asian origin.

REPORTS TO: Executive Officer

ROLES AND RESPONSIBILITIES

- Manage the day-to-day administrative operations of the church, ensuring efficient, effective, and compliant office systems, administrative services, and operational support for the pastoral team, Board, committees, staff, ministries, and congregations.
- Review, implement, maintain and continuously improve administrative policies, procedures, workflows, and office systems to enhance operational efficiency, service quality, and compliance with church policies and applicable legislation.
- Oversee the administration of church records and information systems, ensuring the accuracy, integrity, confidentiality, and security of membership records, corporate documents, and other organizational records in both electronic and physical formats.
- Coordinate the administrative planning and logistics for worship services, Board and committee meetings, congregational meetings, and major church events, ensuring the timely preparation of communications, publications, documentation, and operational support.
- Oversee the administration of church facilities and office operations, including facility scheduling, office services, procurement, inventory management, contractor and vendor coordination, maintenance planning, service agreements, and operational budgets.
- Coordinate the administration of the church's information technology and digital systems, including office technology, computer and network services, website administration, software applications, data management, cybersecurity practices, and liaison with internal and external IT service providers to ensure reliable and secure operations.

- Coordinate financial and administrative processes in support of budgeting, financial reporting, audits, donor records, banking, regulatory reporting, grant administration, and liaison with external accountants, auditors, financial institutions, and other service providers.
- Recommend and implement improvements to administrative processes, technology systems, record management practices, and operational procedures to enhance efficiency, service delivery, and organizational effectiveness.
- Supervise, train, and support administrative staff and volunteers, fostering teamwork, accountability, collaboration and skill development.
- Support the Executive Officer by coordinating administrative projects, monitoring operational priorities, preparing reports and recommendations, and facilitating the implementation of organizational initiatives.
- Perform other duties and responsibilities as assigned by the Executive Officer or pastoral leadership.

QUALIFICATIONS

Faith and Ministry

- A spiritually mature believer with a growing relationship with Jesus Christ and a passion for serving the body of Christ.
- Knowledge of church operations, governance, and ministry practices is an asset.
- MCBC membership is an asset.

Education and Experience

- Completion of post-secondary education.
- Proven experience in office administration or a related field.

Communication Skills

- Excellent written and verbal communication skills.
- Proficient in both written and spoken English and Chinese (Cantonese and Mandarin).

Technical Skills

- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.).
- Familiarity with WordPress, Canva, Adobe Creative Suite, or other graphic design and website management software is an asset.
- Receptive to learning and adopting new technologies.

Professional Competencies

- Excellent organizational, planning, and time management skills, with strong attention to detail.
- Demonstrated integrity and the ability to handle confidential and sensitive information with discretion.
- Self-motivated and able to work independently while contributing effectively as part of a team.
- Strong interpersonal skills with the ability to build positive working relationships.

Other Requirements

- Flexibility to work occasional Sundays, evenings, or weekends, as required.

APPLICATION

Please submit a cover letter and resume detailing how you meet the job requirements to adminhiring@mcbc.com.

Please quote **Church Administrator** in the subject line.

MCBC is committed to developing inclusive, barrier-free selection processes and work environments. If contacted by the hiring team in relation to an employment opportunity, please make your accommodation request, if any, if necessary, at that time. We will take accommodation measures to provide you with a barrier-free selection process. All accommodation requests will be treated confidentially.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.