

教会需要增加一位半职办公室助理，协助秘书完成相关工作。愿意申请或了解详情的弟兄姊妹，请寄邮件至 info@lwechurch.org，亦可联络阮炜华弟兄或周薇姊妹。

详情(Details):

1. 职位名称: 半职办公室助理
Position: Part-time office assistant
2. 工作时间: 每周 16-20 小时
Working Hours: 16 to 20 hour/week
3. 工作范围 Job Description:
 - 1) 教堂管理相关的工作
Building maintenance related tasks
 - 2) 网站管理, 包括教会中英文网站的每周事工信息更新
Web management including weekly ministry information updates on church web (Chinese and English)
 - 3) 一般的秘书工作, 如中英文打字、制作投影和周报、复印、中英文翻译, 等等
Secretarial work, such as Chinese and English typing, preparing PowerPoint and weekly bulletin, copying, translation between Chinese and English, etc.
4. 要求 Requirements:
 - 1) 是已经受洗的基督徒
Be a baptized Christian
 - 2) 中英文双语流利, 可以胜任教会内外的交流联络
Fluent in Chinese and English, skillful communications inside and outside the church
 - 3) 熟练中英文打字, 熟练使用电脑及办公软件, 如 MS Office
Skilled in Chinese and English typing. Skilled use of computer and office software such as Microsoft Office
 - 4) 熟悉网站管理
Familiar with website management
5. 申请截止日期 Application deadline
06/30/2024