

Northwest Chinese Baptist Church
4343 W. Greenway Rd.
Phoenix, AZ 85053

Church Secretary (Part-Time)

Hours: Tuesday, Thursday, Friday 9 am – 3 pm (flexible)

Pay: \$15 an hour

Manage day-to-day operations of the church office and facilities including phones, emails and correspondence. Prepare materials for worship, announcements and events. Prepare reports, maintain records and the church calendar. Provide support for the pastors, facilities manager and other church leaders. Good communication and computer skills, must be familiar with Microsoft Office. Should be trustworthy and conscious of the need for confidentiality with the ability to work independently.

Please send resume to Pastor Terry Wong at terrywong@nwcbc.org or for more information