

Church Administrator / Manager – Overall Roles and Responsibilities

1. Oversee all full-time and part-time staff, volunteers, and committees. (Operation)
2. Ensure smooth coordination between administrative operations and church leadership.
3. Manage church policies and procedures for day-to-day operations.
4. Supervise and evaluate staff performance. (Management)
5. Develop and monitor the annual budget for administrative operations.
6. Ensure legal compliance in all administrative matters.
7. Oversee contracts and vendor relationships.
8. Handle all external and internal communications regarding administrative operations.
9. Conduct regular meetings with department heads and staff.
10. Develop and implement strategic plans for the department.
11. Collaborate with ministry leaders to ensure alignment between operations and church vision.
12. Create and maintain an annual operations calendar.
13. Ensure the timely and accurate handling of all church correspondence.
14. Oversee member data tracking and church directories.
15. Lead administrative staff in handling special projects and events.

Job Requirements:

1. Education and Experience:

- **Bachelor's degree** (preferably in business, management, or a related field; any bachelor's degree acceptable).
 - At least **1-2 years of leadership experience** (preferred, especially in a church or nonprofit setting).
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2. Skills:

- Fluent in English (spoken and written).
 - Fluent in Hakha Chin (spoken and written).
 - Moderate understanding of Burmese (Bonus: not required to be fluent).
 - Proficient in Microsoft Word and Excel; familiarity with office tools.
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3. Additional Requirements:

- Must be a Christian and actively practicing their faith.
 - Gender: Open to both men and women.
 - **Work Hours:** Monday to Friday, 9:00 AM to 5:00 PM (40 hours per week). Saturday and Sunday work may be required, if necessary, but it will be discussed in advance and is not mandatory.
 - Transportation: Must have reliable transportation and possess a valid driver's license.
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4. Preferred Skills and Knowledge

a. Leadership and Management:

- *Ability to supervise and support staff and volunteers.*
- *Basic leadership skills to foster teamwork and collaboration.*

b. Operational Knowledge:

- *General understanding of church operations and procedures.*
 - *Familiarity with planning schedules and day-to-day tasks.*
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c. Financial and HR Knowledge:

- *Basic knowledge of budgeting and expense tracking.*
 - *Familiarity with recruitment and staff management.*
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d. Communication:

- *Basic verbal and written communication skills.*
 - *Ability to build good relationships with staff, members, and vendors.*
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e. Technical Skills:

- *Basic proficiency in Microsoft Word, Excel, and office tools.*
 - *Familiarity with simple database systems is a plus.*
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f. Legal and Compliance Awareness:

- *General understanding of nonprofit or church legal responsibilities.*
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g. Event and Project Support:

- *Ability to assist with planning and organizing events or projects.*
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h. Cultural and Spiritual Fit:



- *Commitment to the church's mission and Christian principles.*


Job Position: Church Administrator/Manager

 **Location: Chin Evangelical Baptist Church (CEBC)**

Interview Details:

-  Interview Date 1: May 4, 2025
 -  Interview Time: 3:00 PM - 8:00 PM (1-hour slots per applicant)

 -  Interview Date 2: May 5, 2025
 -  Interview Time: 6:00 PM - 9:00 PM (1-hour slots per applicant)

 -  Application Deadline: April 20, 2025 (Midnight 12:00 AM)
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Eligibility Requirements:

- Must be a legal resident of the USA
 - Must be permitted to work in the USA
 - Both CEBC church members and non-members are welcome to apply
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Required Documents:

- Passport Photo
 - Personal Resume (1-2 pages)
 - Church Recommendation (1 page)
 - Other Recommendation (1 page)
 - Educational and Professional Certificates
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Application Submission:

-  **Email:** cebcrianlawng@gmail.com
-  **Phone:** 317-993-4964, 317-796-5014

Have Any Questions?

For any questions regarding the position, application process, or interview details, please call us at  **317-993-4964 / 317-796-5014**




Compensation:

-  **Base Salary:** [To be discussed]
 -  **Health Allowance:** [To be discussed]
 -  **Retirement Benefit:** [To be discussed]
 -  **Others:** [Any additional benefits]
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Interview Process:

- Computer Test** – Administrative and organizational skills assessment.
 - English Speaking and Writing Test** – Evaluating communication proficiency.
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Forms Available:

-  **Pick up at the CEBC office** – Ask the **Office Secretary at 317-228-7219**
-  **Download from:** www.cebcindy.org (PDF form)
-  **Feel free to share this job opportunity with your friends via church email, Viber, and other communication platforms.**

Application Form

Please fill out the following details and submit it along with the required documents:

1. Personal Information:

- Full Name : _____
- Date of Birth : _____
- Gender : _____
- Address : _____
- Phone Number : _____
- Email Address : _____

2. Educational Background:

- Degree Earned : _____
- Institution : _____
- Year Graduated : _____

3. Work Experience:

- Current/Last Employer : _____
- Position Held : _____
- Years of Experience: : _____

4. Language Proficiency:

- English : Fluent / Moderate
- Hakha Chin : Fluent / Moderate
- Burmese : Fluent / Moderate

5. Transportation:

- Do you have reliable transportation? Yes / No
- Can you drive? Yes / No

6. Availability:

- Are you available for the interview on May 4,5 2025? Yes / No

Applicant Signature : _____

Date : _____