

## **Hospitality Center for Chinese/ Office Coordinator**

**Job Function:** The purpose of this position is to work on-site in China Place reception area, completing a wide variety of duties assigned by the Executive Director to support our mission, specifically reception, ministry support, communications, and equipment stewardship. Work is during business hours on four to five weekdays per week starting at 9 a.m., working 20-30 hrs. per week (definitely 30 hrs. June-September/ perhaps less Oct.-May).

### **Office Reception**

- Welcome Chinese and American visitors, volunteers, and walk-ins, answer routine questions about programming and volunteering.
- Answer phone, represent our organization.
- Monitor entrances for deliveries, sort mail.
- Buy office and copier supplies. Inventory ministry resources. File; keep files current, archive documents.

### **Ministry Support & Communications**

- Maintain donor and volunteer database and mailing lists on ACT software. Enter data upon receipt.
- Schedule volunteers based on volunteer lists provided.
- Daily administrative support of Executive Director.
- Prepare mail merges and print receipt letters using data and template provided. (Excel)
- Update the HCC website text weekly under guidance of staff. Freshen the HCC website visually monthly.
- Forward web inquiries to appropriate staff.
- Manage photo archives for website (Flickr).
- Help prepare labeling of bulk mailings 4-5 times a year, support volunteer staffers. Research causes of mass email bounce-backs and returned bulk mail.
- Monitor copier and long distance usage.
- (Optional) Start and maintain a social networking presence for HCC.

### **Building & Equipment Stewardship**

- Communicate with China Service Ventures (CSV) office staff appropriately about shared interests.
- Go over rental agreements, schedules, payments, expectations with rental groups.
- Place rentals & HCC activities on China Place Google Calendar.
- Troubleshoot occasional internet router, scanner, printer, copier, fax, and projector problems to keep equipment working. Communicate with IT volunteers to maintain and operate computers and equipment; take initiative to troubleshoot problems.
- Monitor use of closet space, organize, inventory, label.

### **General Responsibilities**

- Seek opportunities to reach out to Chinese students/scholars and their families.
- Pray for the Chinese and those seeking to serve and befriend them in the name of Jesus.
- Remain focused on and help others carry out the mission of HCC.
- Exhibit interest in and love for Chinese people.

**Requirements:** Christian who embraces HCC mission. Welcoming disposition. Ability to interact with many different individuals in a professional manner. Accuracy and attention to detail. Intermediate PC Computer skills including Microsoft Word, Excel, Outlook, and web browsing. Demonstrated knowledge of standard office procedures. Effective oral and written communicator. Ability to respond with common sense to urgent building needs preferred.

**Preferences:** Office administration experience preferred. Chinese language skills a plus.

**Compensation:** \$14 an hour paid monthly on last day of month.

**Misc.** HCC does not provide health insurance coverage or a retirement plan. We provide a St. Paul parking pass. Authorized mileage is reimbursable.