

國際大使命教會 (Great Commission Church International)

職位：雙語兒童事工助理（全職或兼職）

資格要求

1. 至少有一年兒童、青少年、英語事工或任何教育相關事工經驗。
2. 具備中、英雙語能力，以英語為主要工作語言，英文書寫與口語流利；同時能以流利的中文（國語）進行溝通。
3. 具備良好的組織能力與領導能力，並具有良好的人際關係與溝通技巧。
4. 具備美國公民身分或合法居留身分。

事工職責

1. 協助兒童事工日常行政運作，包括資料整理、文件準備、活動籌備及行政後勤支援。
2. 協助主日兒童崇拜、主日學的行政與後勤工作，包括場地布置、出席點名、物資準備、報名管理及相關協調事項。
3. 協助兒童事工團隊與家長、志工及教牧同工之間的溝通協調，確保資訊傳達清晰、準確、及時。
4. 與中文事工及英語事工團隊合作，協助安排兒童崇拜、主日學課程、志工排班及相關行政事務。
5. 協助週五晚 AWANA 的行政與後勤工作，包括物資準備、簽到、場地協調及相關支援（不負責教學）。
6. 協助兒童事工領袖培訓志工及高年級學生，負責行政安排、資料準備及培訓後勤支援。
7. 協助兒童事工與當地教會及基督教機構建立並維持聯繫。

聯絡方式

聯絡人：Albert Wang

電子郵件：office@thegcci.org

教會地址：16152 Gale Ave, Hacienda Heights, CA 91745

網站：gcciusa.com

Great Commission Church International (GCCI)

Position: Bilingual Children's Ministry Assistant (Full-Time or Part-Time)

Qualifications

1. Minimum of one year of ministry experience in children, youth ministry, English-speaking ministry, or education-related ministry.
2. Demonstrates English–Chinese bilingual proficiency, with English as the primary working language; must be fluent in both written and spoken English, and able to communicate effectively in Mandarin Chinese.
3. Strong organizational and leadership skills; strong interpersonal and communication skills.
4. U.S. citizenship or valid legal residency status.

Ministry Responsibilities

1. Assist with the day-to-day administrative operations of the Children's Ministry, including organizing materials, preparing documents, event planning, and providing logistical support.
2. Support Sunday Children's Worship Services, Sunday School by coordinating classroom setup, attendance, supplies, registration, and other operational needs.
3. Facilitate communication among the Children's Ministry team, parents, volunteers, and pastoral staff to ensure clear, accurate, and timely information flow.
4. Collaborate with the Chinese and English Ministry teams to coordinate Children's Worship Services, Sunday School scheduling, volunteer assignments, and other ministry-related administrative processes.
5. Provide administrative and logistical support for Friday night AWANA, including preparing materials, managing check-in, coordinating facilities, and assisting ministry leaders as needed (teaching responsibilities are not required).
6. Support Children's Ministry leaders in training volunteers and upper-grade students by preparing materials, coordinating schedules, and organizing training logistics.
7. Assist the Children's Ministry in building and maintaining relationships with local churches and Christian organizations.

Contact Information

Contact Person: Albert Wang

Email: office@thegcci.org

Church Address: 16152 Gale Ave, Hacienda Heights, CA 91745

Website: gcciusa.com