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## Chinese Christian Mission of Canada

### Vancouver Centre Job Posting

**CCM Vision:** Reaching the Chinese to reach the world

**CCM Mission:** Bringing People to Christ and Building Up God's Followers through Holistic Care

**Job Title:** Ministry Assistant

**Full Time:** starting August 2022

**Report to:** Community Initiatives Ministry Director

**Position Requirements:**

The candidate must understand and support CCM Canada's mission and faith statements; agree to the urban mission and is determined to provide social services in the community. It is best to have church service experience, especially in community service, evangelistic outreach, and caring visits.

**Main Duties:**

- To prepare administrative and financial reports
- To plan, organize, implement and coordinate center services and activities related to community initiatives;
- Coordinate and support volunteers;
- To work closely with churches, other organizations, and the media to promote community outreach;
- Prepare reports and statistics for the services;
- Other duties as assigned from time to time.

**Qualifications:**

- College education;
- Excellent interpersonal and organizational skills;
- Proficiency in both Cantonese, Mandarin, and English (written and spoken);
- Familiar with social media (especially Facebook and Instagram);
- Strong teamwork, able to work independently;
- Able to work flexible hours including evenings and weekends;
- Have a driver's license and willing to use the car for work purposes

Interested applicants, please send a resume and application letter to Elaine (echun@ccmcanada.org) before July 15, 2022. Only selected candidates will be contacted for interviews.