



POSITION POSTING

Position title:	Administration and Technical Support Officer
Position status:	Full time
Ministries:	Administration Committee
Reports to:	Administration Manager
Salary range:	\$45,000 to \$52,000
Vacancy status:	Backfill
Posting Date:	July 16, 2026
Application deadline:	August 6, 2026 or until filled

SCBC THE CHURCH

Scarborough Chinese Baptist Church (SCBC) is a trilingual (English, Cantonese and Mandarin) multigenerational church with about 1,600 members. We are strategically located in Scarborough, Greater Toronto Area, which is one of the most dynamic and multicultural areas in North America. We strive to serve the local community and beyond, seeking to be a blessing to all peoples.

Please visit our website at www.scbc.com.

POSITION OVERVIEW

SCBC seeks a full-time **Administration and Technical Support Officer** to provide essential office administrative, IT and AV-related support for the Church's ministries and events.

The incumbent is familiar with office administration and has knowledge of and experience in IT and AV-related work in a church setting. This position requires working closely with the Administration Office Team, IT and AV team, pastoral team, ministry leaders, staff members and volunteers, and reports directly to the Administration Manager.

ESSENTIAL RESPONSIBILITIES

General Administration

1. Coordinate and manage the room-booking system and Zoom link requests, ensuring accurate scheduling and smooth communication with ministry leaders and other users.
2. Manage and coordinate facility usage and rental requests, ensuring alignment with the church policies and ministries' plans.
3. Oversee office equipment-related tasks, for example: equipment agreements, service fees, office inventories, repair requests, equipment borrowing records, and others.



4. Provide administrative support, including but not limited to the following:

- Translation and proofreading (English/Chinese)
- Creating PowerPoint and visual content
- Maintaining notice boards and flyers
- Handling inquiries from staff, volunteers, and congregants
- Printing, purchasing, and event registration support
- Coordinating with custodians to ensure smooth and safe operation
- Assisting with the counting of offerings and depositing at the bank
- Assisting with AV, projector and computer set-ups for in-house events
- Manage church email accounts, various forms and coordinate with users through emails, phone calls and in-person as required
- Assist the Technical Support Officer in basic routine IT and AV-related checks and daily maintenance
- Monitor or check CCTV surveillance system, Building Automation System (BAS), HVAC system, and report any irregularities or maintenance needs to ensure comfort of the users
- Other works as assigned by the Administration Manager

Qualifications

- Solid knowledge of office administration best practices and procedures
- Education and practical experiences in IT or/and AV related field is an asset
- Minimum 3 years of proven work experience as an administration assistant or similar role, with excellent verbal and written skills in English and Chinese.
- Proficiency with Microsoft Office, including advanced Excel skills
- Knowledge of design-related software is a plus
- Experience with data management, scheduling systems, or church administration is an asset
- Willingness to learn new skills and cross-training, new technologies, software and processes, and to pursue ongoing professional development
- Strong time management skills, able to work both independently and in a team setting
- Strong ethics, with an ability to manage confidential information
- Excellent communication and interpersonal skills; strong command of written and verbal English and Chinese (Cantonese) is a must. Spoken Mandarin is an asset.
- Spiritually, a believer in a growing relationship with Jesus Christ, with a passion for the local church and the wider kingdom of God



APPLICATION

Please submit a cover letter and resume detailing how you meet the job requirements as soon as possible to admin@scbc.com or by mail to:

Scarborough Chinese Baptist Church
3223 Kennedy Road
Scarborough, ON
Canada
M1V 4Y1

Please quote **Administration and Technical Support Officer** in the subject line.

SCBC is committed to developing inclusive, barrier-free selection processes and work environments. If contacted by the Administration Office Search Committee member in relation to an employment opportunity, please make your accommodation request, if necessary, at that time. We will take accommodation measures to provide you with a barrier-free selection process. All accommodation requests will be treated confidentially.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.