



GiveBack: East Asia

Team Bookkeeper/Relational Outreach *(with English teaching or IT opportunities)* East Asia

Short Description of Role:

Join our team in a tremendously helpful support role by serving as team bookkeeper in our small English services consulting business. Because bookkeeping will only be a part time role, we also have needs for a part-time English teacher or office IT (computer) support, and service opportunities in the local church. Build meaningful relationships through teaching English to children, teens, and adults in our English classes, clubs, and 1 on 1 tutoring we offer to the community. Or, help maintain our office's computer network and daily IT needs. Come join our team as we build relationships with eternal impact!

Responsibilities:

- Use Quickbooks to maintain our team's financial books (includes recording income and expenses, submitting, reports, maintaining cash box, banking, etc.)
- (If teaching) Teach 5-8 hours English classes per week, a mixture of class, clubs and one-on-one tutoring time. Class size 6-12 students. Sundays would be free to participate in local church activities.
- Prepare teaching lessons in a timely manner.
- (If IT) Maintain office computer network (1 server and 12 computers)
- Contribute in areas of relational outreach, discipleship, and other ministry related activities as arranged by the team leader.

Qualifications:

- Bookkeeping experience using Quickbooks.
- (If teaching) Native English speaker (with good spelling and grammar skills, and no strong accent).
- Proven teaching abilities and/or experience (preferable to have some TEFL/TESOL teaching experience or a teaching certificate in any subject, but not required)
- C&MA Polity Course
- Missions Perspectives Course
- Enthusiasm and love for students
- Willingness to work in cooperation with our local team and its goals
- Teachable – desire to continue growing both professionally and spiritually

- Exhibits a lifestyle of obedience to Christ, with high moral & ethical standards

Compensation:

This position is funded by the Great Commission Fund. For details on how compensation would work see <http://www.cmalliance.org/give/missionary-compensation> You will see there a comprehensive package that would be offered with this role covering all costs related to a monthly living allowance, housing, travel, children's education and full benefits. GCF-funded workers share corporate responsibility for raising of GCF dollars from among Alliance churches and other possible sources.

Start Date:

May 2017