

# Job Description for Happy English Corner (HEC) - Attendance and Registration Input Assistant

## Purpose of the HEC Position

- The position of Attendance and Registration Assistant exists to help the Happy English Corner (HEC) students' names and contact information entered into the database each week.
- It contributes to the vision and goals of the HEC by allowing the leader(s) to focus on relationships instead of on administration.

## Qualifications for the Position

- Qualifications required:
  - Follower of Jesus Christ who is in general agreement with the PCCO statement of faith
  - Ability to enter Chinese students and scholars contact information into the database
  - Ability to help once a month (or more) on Tuesday nights from 7:15 pm to 7:30 pm
  - To be warm and friendly toward the students and scholars, and to have fun
- Qualifications desired:
  - Ability to help each Tuesday night
  - Ability to enter occasional "web site" registration throughout the week

## Key Accountabilities and Expected Results

### Top 3 accountabilities of the position

- Enter first time HEC attendees Chinese and Pinyin names into database
- Enter attendance for all attendees on that night
- Move "departed" HEC students data to "departed" section of database

### Expected results

- Have all students' information entered into the database by 7:45 pm

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PCCO Statement of Faith: <http://PCCOakland.org/hec/files/>