



## Senior Administrator - The Vine Church Yuen Long

This is a full-time position with The Vine Church Yuen Long. We are a church community that is English and Cantonese speaking and have Sunday services in both languages.

We are looking for a candidate who can provide the operational and administrative support necessary to grow our newly planted and dynamic church. This role requires good operational and administrative skills, attention to detail, problem solving ability, and self-initiative. It also involves a heart for seeing a newly planted church continue to grow and serve the city. The Senior Administrator reports to the Lead Pastor.

### Job Description

#### 1. Operations

- Responsible for the day-to-day operations of the Church Venue & Office
- Oversee the maintenance and proper functioning of the church's facilities and equipment and arrange for office repair with contractors/technicians
- Oversee the cleaning service provider of the church and ensure the tidiness of the church
- Take charge of office stationery and Sunday Services' supplies (sourcing and replenishing)
- Maintain good records of office equipment, movable furniture, keys, cushions, chairs, etc.
- Liaise with IT service provider for all IT related issues and matters
- Handle venue booking (internal & external) and related rental contracts and invoicing when needed
- Ensure office safety by maintaining First-aid Kits and conducting an annual fire drill for staff members
- Liaise with Building Management on any matters that will affect the office

#### 2. Administration

- Provide administrative support to the pastoral team
- Arrange meetings and prepare meeting agendas, take minutes of meetings, and follow up on required actions
- File DV for office and any expenses and keep an accurate record of all expenditures
- Submit weekly ministry data report
- Prepare and update Ministry Calendar each year
- Responsible for registration, correspondence, and administration for church-wide and ministry specific events
- Work efficiently with our church related software to provide ministry database maintenance, and serve the church's needs through these platforms



- Update community group and other information on the announcement boards in the church
- Create Sunday Service Rundown for Cantonese and English Sunday services
- Coordinate with the Welcome Team Leader regarding serving communion and for having counters for offering
- Responsible for registration, correspondence
- Coordinate logistics of events such as workshops, baptism and churchwide activities

### **Job Requirement**

- Organized, versatile, relational and ability to think on the feet
- Support multiple tasks and be responsive to task execution in a timely and efficient manner
- Possess a strong sense of responsibility together with a high level of integrity and trust
- Able to work individually and as an excellent team player
- Willing to work on Sundays and some weekday evenings
- Excellent command of spoken and written in English and Chinese

### **How to Apply**

Please send your cover letter and resume with current & expected salary to [career@thevine.org.hk](mailto:career@thevine.org.hk).

Personal data provided by job applicants will be strictly used for recruitment purpose.