



## **Creative Arts Coordinator - Design**

The Vine is a multi-cultural, inter-denominational, vibrant church community based in the Wan Chai district of Hong Kong. We are both a local and an international family, made up of people born and raised in Hong Kong, as well as those who have moved here from other countries. We are currently looking to hire a full time Coordinator who reports directly to the Head of Creative Arts.

### **Job Description**

The primary role and responsibilities are as follows:

- Work with The Vine Head of Creative Arts and team to coordinate design projects for The Vine and Branches of Hope upcoming events.
- Assist in designing and handling production of promotional and communication materials for both The Vine and Branches of Hope's various initiatives and campaigns.
- Provide Sermon Series and Special Services support in developing sermon slides, social media content, and environmental installations.
- Handle general administrative duties.

### **Job Requirement**

- Fluency in written and spoken English, Cantonese is a plus.
- At least 1 years of working experience.
- Proficiency in design programs (Adobe Creative Suite).
- Possess creative talent, marketing mindset, and a good eye for aesthetics.
- Organised, meticulous, process-oriented; must have a good eye for details.
- Ability to multitask and work on several projects at once.
- Ability to work under pressure to meet tight deadlines.
- A good team player with a strong self-learning drive and resourcefulness.
- Must have a portfolio.

### **How to Apply**

Please send your resume, cover letter and portfolio to [hr@thevine.org.hk](mailto:hr@thevine.org.hk). Candidates who apply without a portfolio will not be considered. Closing date is February 25, 2019, 5pm.