



Pastoral Administrator

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 have currently an opening for a Pastoral Administrator position that will work closely with the Generational team, which includes Children, Youth and Young Adults.

This is a full time position and reports to the Young Adult Pastor. The core working hours are Sunday and Tuesday-Friday. This is a strong support role and demands excellent organisational skills, and fluent in speaking and writing English.

Job Description

The primary role and responsibilities of the incumbent are as follows: -

- Manage calendars across all ministries
- Prepare meeting minutes, circulation and follow up with action points
- Manage PCO and scheduling of volunteers
- Research and procurement of curriculums and materials
- Stock check and resource/material organisation
- Help organise events, courses and activities
- Manage and keep accurate records using customised database and check-in system
- Monitor and record budget / expenditure
- Send out bulk emails, newsletters and notifications
- Book rooms and liaise with Vine Centre Facilities regarding set up and requirements
- Provide support to ministries on a Sunday, in particular K4C.
- Manage administration for Friday Mainly Music programme
- Work alongside Communications to ensure clear church wide communication across ministries including updating website and social media platforms
- Ad hoc administrative duties for all our generational ministries
- Attend and participate in weekly staff devotions and pastoral team meetings /trainings.
- Support and attend wider church events when requested

Job Requirement

- Great administrative skills and be willing to work with different people
- Minimum 2-3 years working experience in relevant field
- Educated to Degree level
- Good computer skills in Apple and Windows

How to apply: Please send your resume and cover letter to hr@thevine.org.hk. Closing date for application is 5pm, 27 May, 2019.