



## **Pastoral Team Administrator (Community)**

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 the Pastoral Team Administrator for the Community Life Ministry.

This is a full time position which supports the Pastoral Teams and reports to the Community Life Pastor (CLP). Core working hours are Sunday and Tuesday-Friday. It is a key role and has a huge impact on the communities of The Vine.

### **Job Description**

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

#### **Community: Filipino Community, Men and Women at The Vine**

- Update information on the boards, website and various social media and/or church database systems
- Registration, correspondence and administration for training days and gatherings
- Liaise with Vine Centre Facilities Team about room bookings, set-up and room requirements
- Provide administration support for all operations
- Help organise all events
- Research relevant study materials
- Collate and circulate Agendas, write and circulate Minutes and Action Points for all meetings (including teams within communities).
- Budget monitoring
- Administrate Vine Harmony Board on Facebook
- Ad hoc support to community teams under the guidance of the CLP.

#### **Communication with Filipino Community, Men at The Vine, Women at The Vine**

- Respond to any queries and issues
- Correspond with all leaders
- Write and circulate regular community updates
- Send bulk emails, notifications, newsletters etc.
- Send out posts on various social-media platforms
- Prepare info-sheets for promotion on Vine News, eNews, social media, etc.
- Ensure speakers/presenters supply notes one week in advance
- Administrate the presence on Facebook

#### **Church data-base:**

- To assist and maintain the inputting, learning and setting up of the Church database with all community information
- To assist and input statistics for all activities

#### **Community Hub:**

- Be a welcoming first point of contact at the Community Hub on Sundays
- Answer queries related to Community at The Vine
- Encourage and promote cross-community participation
- Be the 'go to' person at the Hub for Community-related event logistics such as registration, payment, disseminating information
- Prepare forms and materials to promote all Community Life activities



### **Job Requirement**

- An eye for detail, be self-motivated and be able to think on their feet
- Good computer skills in both Apple and Windows.
- Good command of English (written and spoken). Cantonese will be a great asset.
- Minimum 3 years working experience.

**How to apply:** Please send your resume and cover letter to [hr@thevine.org.hk](mailto:hr@thevine.org.hk). Closing date for application is 5pm, 8 October, 2019.