



Part-time Communications Associate

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 currently have an opening for a part-time position of Communications Associate, and he/she reports directly to the Communications Manager.

Job Responsibilities

- Execute The Vine's social media strategy.
- Participate in strategic planning of content, direction and Social Media campaigns & engagement opportunities.
- Respond to incoming Social Media communication consistent with The Vine's organisational tone and values.
- Execute external communications of The Vine, communicating within our organisational tone of voice and communication guidelines across the organisation's channels.
- Write, copyedit and proofread externally communicated content to ensure messages are error-free and reflective of organisational tone of voice.
- Collaborate with the wider Creative Team to brainstorm and develop a variety of communication assets.
- Work as part of the Creative Team on projects involving content generation, story-telling and copywriting.
- Research, plan and implement communication strategies to increase meaningful engagement with congregants.

Job Requirements

- Fluent in written and spoken English and Chinese (Cantonese).
- Social media savvy, must have a good understanding of digital engagement.
- Proficient in copywriting and capable of shaping a brand's tone of voice.
- Bachelor's 2 years of work experience within communication, social media/marketing, or similar role.
- Proactive, passionate about the life of the church and connecting with our community.
- Work on Monday and Thursday every week.

Please send your cover letter and resume with current & expected salary to career@thevine.org.hk.

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