

Church Life Team Administrator

The Vine is a multi-cultural, inter-denominational, and 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.

The Church Life Team Administrator is a full-time role and a vital member of our Church Life Team, helping create smooth, life-giving ministry experiences across multiple communities in our church (excluding K4C). This role keeps our ministries thriving by ensuring strong administration, healthy communication, and seamless coordination. The role reports to the Church Life Pastor and be involved in a wide range of meaningful, purpose-filled projects that support people and ministries across the Church. The role and responsibilities are as follows:

Key Responsibilities:

Flight Youth

- Coordinate and schedule meaningful touchpoints between youth mentors and pastors.
- Keep the Youth Budget healthy, organised, and on track.
- Manage room bookings for weekly gatherings and special Youth events.
- Support the planning and preparation of fun, dynamic Youth experiences.

Prayer Team

- Organise and oversee the Sunday Prayer Team roster with excellence.
- Partner with the Prayer Coordinator to prepare and support prayer initiatives and events.

Young Adults

- Help steward the Young Adults Budget with care and accuracy.
- Assist in planning, preparing, and delivering creative and impactful Young Adults events.

Mandarin Community

- Provide administrative support to the Mandarin Community Pastor as needed, contributing to a growing and vibrant community.

Pastoral Care

- Support the Pastoral Care Pastor with compassionate and reliable administration.

Baptisms

- Make baptism moments special by ensuring all logistics are prepared and executed smoothly.

Pastoral Team

- Be part of the heart of the church by joining pastoral team events and supporting the wider pastoral team as needed.

Job Requirements:

- 2 years' relevant work experience as an administrative role preferable in a Church setting.
- Exhibits good administrative, organizational, and management skills with the ability to prioritize tasks effectively.
- Proactive, self-initiated to work and solve problems with a positive attitude.
- Attention to detail and accuracy in handling administrative tasks.
- Possess a strong sense of responsibility together with a high level of integrity and trust.
- Able to work individually and collaboratively across different teams, ministries and volunteers as an excellent team player.
- Proficiency in using MS Office Applications.
- Excellent command of spoken and written in English and Chinese.

How to Apply

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

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