

Services & Events Coordinator

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.

This is a full-time position which reports to the Creative Pastor.

Key Responsibilities:

Sunday Services Logistics Oversight

- Liaise with Creative Pastor to outwork vision of the church across all Sunday services and continue to cultivate an atmosphere that embraces Vine values and culture.
- Provide excellent coordination in all practical & logistical aspects that relate to running services. This includes close collaboration with various ministry leaders.
- Establish and maintain good working relationships across departments and ministries to ensure streamlined communications with effective process and efficient workflow.
- Facilitate/participate in Service planning meetings representing Sunday Service & Events Team.
- Project manage Sunday Services internal communication, rundown, service flow, and announcements details under the supervision of Creative Pastor.
- Grow and oversee the empowerment of the Welcome Team (G/F area specifically)
- Grow and oversee Special events Team under the supervision of Creative Pastor.
- Collaborate with Volunteer Relations Coordinator and various ministry communities to welcome visitors, connect newcomers and cultivate opportunities for further connection.

Special Church-wide Events Coordination

- Liaise with Creative Pastor to support the coordination and execution of special Sunday services and church-wide events.
- Project manage special services and events including internal communication, logistics, and manage timelines, budgets. etc.

Coordination Among Creative Team and Pastoral Team(s)

- Participate fully in staff devotions, Pastoral Team meetings and team time.
- Collaborate with the Pastoral Team around wider Vine ministry.
- Promote and be proactively engaged in the River Vision.

Job Requirements:

- Minimum 2 years of work experience in event coordination; relevant experience in a church setting would be an advantage.
- Self-motivated, well-organized, detail-minded and possess a good sense of responsibility.
- Good team player with good communications and interpersonal skills.
- Willing to work on Sundays.
- Good command of both written and spoken English and Chinese.
- Immediate availability is preferred.

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.