

Community 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.

This is a full-time position working Mondays to Fridays, with the occasional Sundays, and reports to Community Life Pastor.

Key Responsibilities:

Community Groups (CG) Administrative Support (50%)

- Provide general administrative support to the CG team, e.g. handle CG related room bookings and coordinate the communication with staffs and volunteers; capture and record CG attendance details; ensure our CG database is accurate and up to date; handle the expense reimbursement; prepare agendas and minutes
- Support and execute our communications strategy plans – e.g. Monthly Emails, weekly WhatsApps, CG website.
- Coordinate our promotion to the wider church.
- Events planning and support: CGLA, Short Term CGs, Thanksgiving dinner, Men's day etc.

Community Groups (CG) Placement (20%)

- Assist in congregation members' queries to join CGs and connect them with CGLs.
- Assist in all CG placement systems – on our internal database and on our website.
- Innovate new pathways for placing people into CGs, and maintain and improve existing systems, and keeping a record of statistics of placement.
- Support the hosting and running of events and project, e.g. Taster Events.

Alpha (20%)

Support The Alpha Team in all logistics to facilitate the smooth running of Alpha. Some of these areas include:

- Pre-Alpha support includes: communication to guests and volunteers, churchwide promotion logistics, and food planning.
- On-site support: venue set up and pack down, volunteer briefings, and any ad hoc needs.

Pastoral Responsibilities, Pastoral Team & Community Groups Team (10%)

- Collaborate with the Pastoral Team around wider Vine ministry.
- Participate in staff devotions, Pastoral Team meeting and Community Life Team meetings.
- Contribute to the success of the Vine's major annual events.

Job Requirements:

- Vine Church attendee or willing to become a regular attendee.
- Possess a strong sense of responsibility together with a high level of integrity and trust.
- Proactive, self-initiated to work and solve problems with a positive attitude so as to be able to support multiple tasks and be responsive to task execution in a timely and efficient manner.
- Highly attentive to details; able to organise and streamline processes and prioritise issues.
- Excellent interpersonal communication skills and able to work independently and collaboratively across different teams and volunteers.
- Proficiency in using MS Office Applications
- Excellent command of spoken and written in English and Chinese
- Able and willing to work the occasional Sundays

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.