

Part-time Community Groups Assistant

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 part-time position working 16 hours per week (including 2 weekdays and Sundays), and reports to Community Group Pastor.

Key Responsibilities

Community Groups (CG) Placement

- 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.

New Community Expressions

- Contribute to brainstorming new forms of Community that will serve the Vine well this season with the aim of building friendships
- Implementing approved ideas

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.
- Excellent command of spoken and written in English and Chinese.
- Able and willing to work on 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.