



Job Description

Pastoral Support Associate

We are looking for a mature individual who is passionate about the work of the church, gifted in administration, communications, a team player, and dedicated to follow and live out the Great Commission and Great Commandment. This role exists to support the Senior Pastor and the church's ministry needs by being a bridge between the church body, ministry and volunteer staff. The role shall have the following responsibilities and requirements:

Responsibilities

- Provide administrative support to the Senior Pastor for scheduling, calendar management, Sundays' and special services including but not limited to sermons research, sermon notes/ materials preparation, guest preacher/ speaker facilitation, etc.
- Collaborate with relevant volunteers, ministry and administration staff for weekly preparation of Sunday bulletins' and order of service's contents.
- Support the Senior Pastor for coordination and preparation of baptism classes and services, membership classes, etc., and collaborate with relevant counterparts for the execution thereof.
- Assist with communications including but not limited to print-, social, and multi-media
- Support and collaborate with Elders and Deacons for ad hoc ministry needs, including but not limited to special services, seasonal events arising
- Assist the Senior Pastor / Associate Pastor / Directors in supporting other church ministry needs as and when required.

Requirements

- College or university graduate, Bible school/ seminary training an advantage
- At least 5 years' work experience; experience serving in similar roles, in a church or Christian/ non-profit / service organizations, multi-ethnic / cultural settings an advantage
- Excellent written and spoken English; Cantonese and Putonghua an advantage.
- Strong computer skills, well-versed with MS Office applications, Internet, etc. Graphics design experience with AI, Photoshop, etc., an advantage.
- Exceptional communication and interpersonal skills
- Able to proactively work with staff, deacons, elders, and volunteers as well as independently.
- Analytical thinker and innovative problem-solver
- Full-time (40 hrs/ week), including Sundays

Term

Two-year renewable contract. Applicants not fully meeting the requirements or having less experience may be considered for the position at coordinator level. Interested parties please send the applications (including full career details, salary history and expected salary) to jobs@ecchk.org.

Closing date: March 25, 2018