

Role: Communications & Administration Executive

REQUIREMENTS

- ♣ Spiritually mature Christian who loves the Lord
- ♣ Able to commit Saturday afternoons to be onsite for worship service
- ♣ Possess a can-do attitude, self-motivated and willing to take the initiative
- ♣ Computer literate, tech-savvy with administrative and social media skills
- ♣ Diploma or higher
- ♣ Pleasant personality

OVERVIEW

The incumbent is responsible for executing effective communication strategies that are aligned with the church's objectives to engage internal and external stakeholders, plays a supportive role to the Pastor-in-Charge (PIC) and assist in basic payment and claims processing.

COMMUNICATIONS

- Weekly service slides
 - Liaise with ministry heads for various components of service slides and update as required
 - Liaise with external speakers for sermon topics, scripture text, slides, and bank details for honorarium
 - Proofread and disseminate final slides to Worship & AV Team
- Maintain church-wide communication via Whatsapp Comms Channel
- Collaborate with ministry leaders to create digital content as and when require
- Maintain social media and website updates (Facebook, Instagram, YouTube, church website)
- Archive digital assets (pictures and videos both raw and edited) into portable hard disks

ADMINISTRATION

- Support Pastor-in-Charge in administrative matters
 - Weekly meetings to discuss service, administration and operation matters and execute / trigger follow-up actions
- Book service and event venues according to worship and church events
- Source and procure supplies and services required for church events and member care
- Assist in annual reports collation and submission (CAC Annual Stats Return, Charity Portal)

- Coordinate with ministry leaders in electronic forms creation and management
- Compilation of LCEC and LC reports
- Maintain updated Church statistics
- Provide general administrative support as needed
- Carry out any other administrative tasks assigned by the PIC
- Coordinate with budget owners, treasurer, and external accounts vendor to process expense claims and issue payments
- Keep track and ensure regular payment (eg. Central Pooling Fund, salaries, tokens of appreciation and pastor's claims)
- Cross check payment vouchers with bank statements to ensure clearance of payments
- Deposit cheques
- Assist treasurer in yearly audit