



Administrator Job Description

Hope For All Church is passionate about sharing the good news of Jesus Christ. We empower people to worship God and be agents of God's kingdom into the community. At Hope For All Church, we want to nurture people in God's care. Our vision is for each person to develop a deep relationship with Jesus Christ through a passionate worship, the word of God, community activities, and through sharing the love (good news) of Jesus Christ.

Hope For All church is an English-speaking and multicultural church in Yau Ma Tei. We are looking for an Administrator with a passion for the Lord, experience in administrative and ministry work with computer skills.

Job Title: Administrator (Part-time or Full-time)

Overview:

This is a part-time 25 hr. role or a full-time position working under the Community Pastor, and primarily with individual members of Hope For All church Hong Kong, supporting the office in its operation. The Administrator should have a head for business efficiency and a heart for people.

Part-time Working Hours:

Tuesday to Friday: 1:00pm - 6:00pm
Sunday: 9:30am - 3:30pm

Full-time Working Hours:

Tuesday to Friday: 10:00am - 6:00pm
Sunday: 9:00am - 5:00pm

Duties and Responsibilities

Administrative

- Coordinates the efficient operation of the church office.
- Provide support to Pastoral and office staff with general administrative needs: Ordering supplies, food, and materials, completing requisitions and purchase orders, and travel arrangements for ministries and events, etc.,
- Create weekly bulletins, newsletters, sign-up sheets, and other materials for church use.
- Create or oversee the creation of PowerPoint and video presentation for Sunday services, as well as produces promotional material like posters, leaflets, and brochures etc. for the church.
- In charge of the general phone line and general church email account for all inquiries.
- Keep track of weekly church attendance; connect cards, calendar of events, staff vacation, room bookings, and church member database.
- In charge of book keeping transactions and work with treasurer and auditors as needed.

- Compute, classify, and record numerical data to keep financial records complete. Perform any combination
- Works cooperatively to cover phones and office hours. Takes messages or answers routine and non-routine questions.
- Remains flexible to offer ministry help in the development of the vision and ministry of the church if needed.

Coordination /Liaison Responsibilities

- Acts as a liaison between the church office, church partners, various church ministry teams and individual church members.
- Works independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects, at the request of the Pastors.
- Seeks out opportunities to help rather than waiting to be asked. Facilitates communication between groups within the church and suggests more efficient methods to Accomplish objectives, when appropriate.

Skills and Competencies

- Strong computer skills with proven proficiency in MS Office including Outlook, Word, Excel and PowerPoint and Google Docs. Experience with desktop publishing software and Photoshop a plus.
- Ability to work under pressure, handle the demands of multiple people and priorities, functioning independently or in coordination with others.
- Ability to handle routine work as well as be flexible for special assignments
- Ability to work in a collaborative team environment.
- Ability to maintain confidentiality.
- Strong English spoken and written skills. Cantonese both spoken and written are a plus.
- Adaptability: Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability: Consistently meets deadlines, follows instructions, responds to the direction and solicits feedback to improve performance.

The Administrator will report to the Community Pastor, and work closely with the pastors and other leaders. The position is part-time. More information about Hope For All church can be found at www.hopeforall.hk

If interested, please send a cover letter and resume to tryfina@hopeforall.hk. We look forward to hearing from you.

Application Deadline: 20 June 2021 (Sunday)