



# NEXTGEN MINISTRY ADMINISTRATOR

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## ST. ANDREW'S CATHEDRAL

### **NEXTGEN MINISTRY ADMINISTRATOR FOR ST. ANDREW'S CATHEDRAL**

Saint Andrew's Cathedral is an Anglican cathedral in Singapore which runs approximately 15 services per week. It is located near City Hall, Downtown Core, within the Central Area in Singapore's central business district. It is the main Cathedral church of the Anglican Diocese of Singapore and serves as the mother church of 27 parishes.

### **DUTIES & RESPONSIBILITIES**

The primary role of the Administrator is to perform administrative functions and provide secretariat support to the children ministry, youth ministry and young adult ministry. He/She will report to the Head of NextGen Ministry and work closely with the staff and volunteers who are involved.

- Perform administrative and logistical duties for the planning and communication of all events and services under the NextGen Ministry
- Manage social media channels and website details for NextGen Ministry
- Provide regular updates through various channels to engage the different stakeholders
- Oversee the distribution and inventory of resources.
- Ensure the compliance with the Child Protection Policy by all staff and volunteers
- Maintain the registration records
- Submit reports and attendance periodically
- Assist in organizing meetings and schedules

### **REQUIREMENTS**

- Possess a Diploma / Degree in Administration or other relevant fields
- Have a strong command of English
- Good at spoken and written communication and interpersonal skills
- Proficient in Microsoft Word, Excel and PowerPoint
- Able to work in team and independently
- Passionate to work with youths

Please apply to [hr@cathedral.org.sg](mailto:hr@cathedral.org.sg) with your updated resume, expected salary and notice period. Only shortlisted applicants will be notified.