

## ADMINISTRATOR, SPIRITUAL FORMATION

## ST JOHN'S - ST MARGARET'S CHURCH

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We are an Anglican church of the Diocese of Singapore. We are located on a little hill on Dover Avenue, close to Singapore Polytechnic, ACS(I) and many other educational institutions. Founded in 1971, we now meet over worship services in four language-streams - English, Chinese, Tamil and Filipino. We also conduct youth services and junior church services weekly.

Manage administrative duties for Spiritual Formation Group

#### DUTIES & RESPONSIBILITIES

- Prepare necessary documents related to Baptism and Confirmation.
- Conduct briefings for candidates for Baptism/Confirmation services.
- Liaise with relevant ministries on logistics for Baptism/Confirmation services.
- Liaise with Diocese of Singapore for relevant administrative processes regarding Baptism/Confirmation.
  - Provide backend support for the conduct of baptism and confirmation courses.
  - Provide backend support for the conduct of Christian Education courses as needed.
- Admin support for FLM Marriage Preparation Course (MPC) & MPC Retreat, The Marriage Course, The Parenting Course, Seminars/Events, weddings in SJSM, Seasons of Life Publication.
- Facilitate admin co-ordination for events: Booking of venue, use of venue facilities, caterers, projection/sound system.
- Assist in publicity/promotion of events, church bulletin notices.
- Registration admin process: registration forms collation (emails/info desk/post), attend to registration at event and enquiries.
  - Book-keeping admin of monies collection, payment, claims, reimbursement.
- Maintain records for reporting, keep track of resources (print and non-print).

#### REQUIREMENTS

- Minimum Diploma-holder with at least 5 years of relevant work experience.
  - Strong administrative skills, detail-oriented and comfortable with using IT; familiarity with using online conferencing platforms such as Zoom will be an added advantage.
  - Proficient in MS Office applications (Excel, Word, PowerPoint) and able to use features like Mail Merge, simple pivot tables, etc.
  - Some customer service experience will be an advantage; have a pleasant personality with good EQ and people skills.
  - Able to work independently and problem solving.

Interested applicants may apply to [hr@sjsm.org.sg](mailto:hr@sjsm.org.sg) with your updated resume.