



MISSIONS COORDINATOR

DIOCESAN CENTRAL ADMINISTRATION

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The Diocese of Singapore (DOS) has under her umbrella, 27 churches, community services, schools and chaplaincies. The Diocesan Central Administration (DCA) is the corporate headquarter for DOS.

The Diocese of Singapore has deaneries in six other countries outside of Singapore; namely: Cambodia, Indonesia, Laos, Nepal, Thailand and Vietnam. The missions work that we do include proclaiming the gospel through community outreach and church planting with the aim of establishing indigenous dioceses (local worshipping communities) among the nations under our care and to support the missions of others beyond our diocese.

DUTIES & RESPONSIBILITIES

Coordinate with the deanery councils for reports and statistics

- Plan and execute missions events
- Recording secretary for missions-related board meetings
- Liaise with the communications department to keep the missions social media up to date.
- Support the Director of Missions, Associate Director of Missions and missionary Deans in administrative duties

REQUIREMENTS

- Minimum Diploma holder
- Minimum 3 years' experience in administrative work
- Good knowledge and skills in event management
- Field experience in missions will be an advantage
- Working rights required for this role

Salary will commensurate with qualifications and work experience.

Please send your updated resume to hr@anglican.org.sg along with your recent photograph, expected salary and notice period.

Only shortlisted applicants will be notified.