

Got talent
#JoinAlpha

Chinese Alpha Ministry Coordinator (Global)

Key support to Regional Chinese Alpha Team in developing the Alpha ministry among the Chinese-speaking churches across multiple countries, by providing administrative support, managing data and projects. This role requires working with and maintaining relations with National Alpha Offices and key partners across the region.

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to asiapacificcareers@alpha.org

Alpha

Key Responsibilities

- Report to the Regional Chinese Alpha Team for Global Chinese ministry and supporting all the administrative tasks.
- Working with the Regional Chinese Alpha team and the National Alpha Offices across multiple countries to expand Chinese Alpha Film Series (CAFS) among the churches in these countries.
- This person is required to join activities planned by the regional team and serve with the regional Chinese team.
- Work with National offices in obtaining key Church Engagement Framework (CEF) data for reporting purposes, to produce quarterly report, CEF data, and whichever the report requires.
- Undertake administrative tasks including process of activities and expenses.
- Reading, replying, and organisation of emails on requests for CAFS.
- Synthesises information from calendar and email and provide daily bite-size updates and briefings on work tasks and schedule.
- Assist in organizing events and trainings with the local teams including coordinating with stakeholders regarding logistics (venue, meals, transport, accommodation etc.), assist the Event Lead and coordinate this within timelines and budget.
- Acts as Custodian of Database including database of key contacts, testimonies, photos of events, and ensure accurate input of information and that the database is kept up-to-date.
- Track regular regular touchbase with key contacts and churches pertaining to CAFS.

Essential Skills

- Exceptional attention to detail and quality control.
- Understands how to work cross-culturally. Develop strong relationships with international colleagues.
- Excellent written and verbal communication skills in English and Mandarin (Simplified Chinese and Traditional Chinese).
- Ability to manage multiple projects and priorities at one time.

Knowledge & Experience

- Knowledge of and passion for Alpha.
- Self-motivated, able to work independently.
- Bachelor's degree in business, communications, or a related field.
- Proficient in MS Office and Database applications.
- Relationship management skills and openness to feedback.
- Organised and attention to details.