



**We invite interested and suitably qualified persons to apply for the position of
Communications Executive**

Job Scope

The Communications Executive is responsible for the effective communication, publicity and promotion of the Church's programmes, events and activities.

Responsibilities

- Manage and maintain church website and social media
- Production of church newsletter "In and Around" once every TWO months
- Conceptualize and develop artwork for church worship folders, brochures, promotional materials, publications, name cards and letterheads, in various media, including notice boards, print and electronic contents
- Production of audiovisual promotional collaterals and contents for weekly service bulletins, conference reports, church programmes, events and activities
- Work with Archives and History Committee in the display, exhibition and publication of archives materials
- Any other duties as assigned by the Pastor-in-Charge

Requirements

- Diploma or degree in mass communication, graphic design, illustration, multimedia or related disciplines
- Good command of spoken and written English. A good command of Mandarin will be an advantage.
- Good computer skills, in particular a good knowledge of desktop publishing skills such as Creative Cloud Adobe and other publishing software such as Photoshop, WordPress, and familiarity with the use of Facebook as a social media
- Good multi-tasking skills in working with the various Church ministries
- Basic skills in photography and videography
- Must be able to work on Saturdays in the church office, in a rostered administrative capacity
- Must be able to work on Sundays and on major Church calendar events e.g. Good Friday and Christmas Day

We invite interested applicants to email detailed resume together with current and expected salary to suathoonhan@aldersgate.sg

*Only shortlisted applicants will be notified.