

Community Pastoring Ministry Executive (CPM Exec)

Reports to CPM HOD

Overview: The CPM Executive role involves procurement of gifts, organise trainings, workshops, translation for CP content and enhancing community pastoring (CP) engagement.

Responsibilities:

- Procurement: research, source, purchase and coordinate suitable gifts for CP, community events and church wide events. Obtain competitive prices for supplies.
- Organise and implement training programs and workshops.
- Assist in planning and implementing Community Pastoring programs and engagements.
- Coordinate transportation and busing for community related events.
- Coordinate translation for editorial content pertaining to CP, including integrated flyers, brochures, handbooks, guides and social media platforms.
- Assist in developing a marketing strategy to increase awareness, passion and ownership in Community Pastoring.
- Assist in doing market research and data analysis, including block data and mapping.
- Assist in providing logistical support to Community Pastoring engagements, relevant ministries and projects.
- Home visitation.
- Assist to take minutes.
- Other duties as assigned.

Job Requirements:

- Diploma and above
- Good written, presentation and oral communication skills
- Excellent planning and organising skills
- Adaptable, willingness to support and flexible to changes
- Ability to multi-task and work under pressure of meeting timelines
- Attentive to details and accuracy