

Vacancy on Staff @ Hope Church (Singapore) – March 2024



We have a shared vision to fulfil the Great Commission - to love our neighbours, to make disciples, and to plant churches in Singapore and all over the world.

We strive to be a community that is Christ-centred, Holy Spirit empowered, and Bible-based. We are committed to God and to one another. We are ordinary people living out an extraordinary life with Jesus Christ.

We invite Hope Church (Singapore)'s dynamic and passionate members to join our growing staff team and be a part of a ministry that is making a lasting impact by bringing the gospel out to our community and the world!

Advertised: 05-03-24 | Closing Date: 31-05-24

Facilities Executive

About the position:

Facilities Department plays a vital role in the operations of the church. It manages & maintains the various physical spaces of the church to provide a conducive environment for services, events & meetings. This role is crucial to ensure the proper usage & development of our spaces.

Key Responsibilities:

HopeSpace Events & Marketing

- Promote venues & spaces for event rental.
- Website maintenance.
- Attend to external clients' enquiries on space(s) rental.
- Conduct site visit for external clients.
- Administrate rental quotations, contracts, invoices, and payments.
- Coordinate client's event requirements with Facilities and AVL staff.
- Ensure client's setup and support are ready on actual event day for the success of their event.
- Ensure client's activities are complying legally & with company's guidelines.

Church Regional Centre's Facilities Staff-in-Charge

- Oversee the facilities operations of the assigned Church regional centre.
- Liaise and coordinate with contractors to carry out facilities maintenance and installation.

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- Liaise and coordinate with Centre Pastor, staff and volunteers of various departments and ministries on required facilities support for weekly church services, events and activities.
- Lead teams of facilities' ministries volunteers (environment, safety & security, baggage check-in, transport, etc).
- Lead project(s) to improve facilities and environment through interior design and/or operation functionality to enhance attendee's experiences.
- Perform all facilities related administrative tasks e.g. rostering, sourcing for quotations, raising payment vouchers, monitoring reports, etc.

Space Planning & Environment Design

- Manage the space planning and interior design of environment.
- Manage the design, construction and setup of environment and props for Church's special events.
- Conceptualise and sketch design plan and floor plan.
- Lead and work with contractors on renovation projects.
- Lead and work with other departments and volunteers on designing, constructing and setup of environment and props for Church's special events.

Requirements:

- A serving member of Hope Church (Singapore), preferably a mentor or at Step D.
- Possess a Degree or Diploma in Mechanical/ Electrical / Civil Engineering / Facilities / Building Management or equivalent in a related field.
- Facilities or Building management knowledge and work experiences will be an added advantage.
- At least 2 years of relevant working experience.
- Proficient in computer skills including MS Office.
- Proficiency in design software will be an added advantage
- Able to work on either Saturday or Sunday, and on selected weeknight(s) at different Church venue if needed.
- Team player who is willing to learn and work beyond job scope when necessary.
- Possess good interpersonal, oral and written communication skills.

Please apply via e2hope, complete the application form, and attach your CV. If you are still waiting for your e2hope account to be activated, please text us through the website and we will get back to you.

Do note that only selected applicants will be notified.