



Operations and Events Executive

Reports to: Operations & Events Manager

Hours Required: Full time (Sundays & 4 days during the week)

Job Summary: The Operations & Events Executive will work closely with the Operations & Events Manager to ensure that Sunday services function well. He or she will help the Operations & Events Manager support & care for the Sunday ministry teams. His or her responsibilities would also include planning & running church events, as well as managing our facilities in Furama. The person in this position must be able to work with volunteers, and should be strong operationally & administratively.

Primary Relationships: This Executive reports to the Operations & Events Manager. He or she will be working with the Sunday ministry team leaders as well as the volunteers.

Detailed Job Description:

Sunday Services

- Helps Operations & Events Manager to put in place processes to ensure the smooth running of Sunday services.
- Provides support to the Sunday ministry teams.
- Performs a range of tasks that contribute to the smooth running of Sunday services.

Events

- Helps Operations & Events Manager to plan & conceptualise church events.
- Executes church events.
- Provides support to Ministry Leaders for ministry-specific events.

Facilities Management

- Helps Operations & Events Manager to manage our office facility in Furama.
- Works with Operations & Events Manager to manage the facilities in Furama that RHC uses on Sundays (Ballroom, Foyer, Guest rooms).

Expectations:

You are contributing to the team in the way we expect when:

- You deliver on all the key performance indicators.
- You serve humbly and graciously, submitting yourself to the elders and in all things to Christ who is the Head of the Church.
- You cultivate intimacy with Jesus in your own heart so that your work is a Spirit-filled overflow.
- You actively pursue and model a godly life.
- You honestly think it is an honour to be a part of our mission and work closely with your peers to encourage this culture.
- You are connected to and integrated within the Church.

Please submit your cover letter and resume to hr@rhc.org.sg