

Manager Ministries (Youth, Missions, and Education)

PURPOSE of this Position:

- A. To provide executive support for the ministry work of Synod Youth Council (SYC), Synod Missions Council (SMC), Presbyterian Education Council (PEC), and any other ministry council as assigned by the General Secretary.
- B. In conjunction with the Council Chairpersons, to develop and initiate new ministry work within the Synod of PCS.

Criteria of suitable candidate for Manager Ministries (Youth, Education, and Missions)

We are looking for a person with the following criteria:

a. Qualifications:

- A Singapore Citizen or Singapore Permanent Resident.
- A communicant member of a church within The Presbyterian Church in Singapore (PCS).
- An accredited bachelor's degree with minimum 5 years' experience in administrative and management functions. Preference is given to candidate with theological education.
- Able to envision, develop, and execute plans and processes with desired results.
- Able to lead, manage, and direct people and projects towards desired goals.

b. Personal Traits:

- A servant's attitude – i.e., able to serve with humility, gratitude, and joy.
- Able to connect and collaborate with various stakeholders to ensure ministry work is done to and for the glory of God.
- A pleasant disposition – personable and approachable.
- Able to work independently, being proactive, meticulous, dependable, and composed.

c. Christian Ministry Experience:

- Has understanding and experience in Christian Ministry work.

d. Communication Skills:

- Able to speak and write proficiently in English and Chinese.
- Able to present effectively ideas, concepts, and proposals.

e. Other Business Skills

- Technologically savvy to operate office suite (e.g., Office365) and Google Forms, Documents and Drive.
- Ability to work simultaneously on several projects

f. Relationship Qualities:

- Able and willing to establish and nurture good working relationships with colleagues and stakeholders.
- Able to be keep strict confidence with information deemed confidential.