

Job Description

ABOUT THE ORGANISATION

GCN is a Gospel Agency that seeks to train and support leaders and church planters for gospel ministry and church planting. We hope to see vibrant churches planted in KL and other cities in Malaysia. GCN serves those who serve the church.

JOB TITLE

Administrative Associate - Gospel City Network Berhad

REPORTING LINE

Events Associate Manager

JOB OVERVIEW

The *Administrative Associate* at Gospel City Network carries a key administrative role to ensure the smooth running of two primary aspects of the organisation:

1. Working to logistical support for training and content delivery team, including roll out of key events

2. Working on operational tasks to help drive GCN's effectiveness in the areas of finance and back-end support

- Full time, 5 days per week
- Able to be physically present at trainings, events and conferences
- Able to work outside Mondays to Fridays 9-5pm. There will be events which will fall on Saturdays or Public Holidays due to dealings with international partners and nature of our work
- Probation for 1 month with desire for longer term
- Able to speak and write English and Mandarin fluently
- Seek to embody the values of a gospel-centered DNA as outlined in our Theological Core and Ethics Statement which will be made available upon application

SKILLS, EXPERIENCE AND ATTRIBUTES

To be considered for this role, you will have:

- Christian who is engaged with a local church
- Bachelors or equivalent degree
- Proficient in written and verbal Mandarin and English communication skills
- Possess the minimum of the computer skills
 - Proficient with Microsoft Word, Excel and PowerPoint, or equivalent
 - Composed and sent emails using Gmail, or equivalent
 - Created and formatted simple office budget spreadsheets on Microsoft Excel
 - Wrote, edited and formatted documents on Microsoft Word
 - Organised tasks using Google Calendar
- Have an aptitude to learn software and programs such as learning management software, media and marketing tools, video editing at a basic level

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- Able to manage relationships with graciousness in a not-for-profit setting
- The ability to work graciously as part of a broader team that has a relaxed, informal and supportive culture
- A self-starter and require minimum supervision
- A commitment to excellence, with a continuous improvement approach
- A proactive problem-solver, able to execute ideas and be empathetic

To stand out from other candidates, you:

- Can speak more than two Asian languages
- Have experience in media & communications
- Possess intermediary or advanced computer skills
 - Created company marketing materials using Canva, Adobe Illustrator
 - Proficient in Adobe Photoshop
 - Experienced in any learning management, marketing, video editing software or content management system
 - Posted marketing ads on several social media channels and tracked analytics and performance
 - Knowledge of SEO techniques

For more information, please contact Massimo Gei by sending a copy of your resume, cover letter and references to massimo@gospelcitynetwork.com by October 21st, 2022.