WE'RE HIRING:
MEDIA, COMMUNICATIONS & AV EXECUTIVE (FULL-TIME / PART-TIME)

Agape Christian Centre is a vibrant, caring, and active Chinese-speaking Christian community of approximately 300 members. We are dedicated to making disciples both locally and overseas, nurturing intergenerational faith, and caring for every member of our congregation.

POSITION OVERVIEW

We are looking for a creative, digitally capable and ministry-minded **Media, Communications & AV Executive** to oversee the church's digital communication channels, creative content and service presentation needs, while supporting the operation of our AV systems during Sunday services and church events.

The role includes managing the church website, social media platforms and WhatsApp communication channels; producing publicity materials, presentation visuals, photos and videos; and helping ministries communicate clearly and effectively with the congregation and wider community.

KEY RESPONSIBILITIES

Digital Communications and Channel Management

- Manage and regularly update the church's website, social media platforms and official WhatsApp communication channels.
- Plan, prepare and publish approved announcements, ministry updates, event publicity and other digital content.
- Maintain accurate, timely and consistent information across the church's communication channels.
- Support the development of a simple content calendar for church services, ministries, campaigns and special events.
- Monitor basic engagement and channel performance to help improve future communication.

Creative Content and Publicity

- Design publicity posters, service visuals, digital announcements, bulletins, social media graphics and other communication materials.
- Prepare and manage presentation materials for Sunday services, sermons, worship, announcements and special programmes.
- Capture, organise and edit photographs and short-form videos for church communications, ministry highlights and event recaps.
- Maintain appropriate visual consistency across the church's communication materials.
- Organise and maintain reusable templates, photographs, videos, design files and other media assets.

Website Management

- Update and maintain website content using WordPress and Elementor, including event information, ministry pages, announcements, images and basic page layouts.
- Check website content regularly and remove or update outdated information.
- Work on Website SEO to support in outreach efforts.
- Coordinate with the appointed technical vendor for advanced development, hosting or security matters where required.

Audio-Visual and Event Support

- Conduct technical checks and operate the AV system during Sunday services, special events and ministry programmes, including sound, projection, lighting, cameras and livestreaming where applicable.
- Troubleshoot common AV and presentation issues during rehearsals, services and events.
- Maintain an inventory of AV, digital and production equipment and report maintenance or replacement needs.
- Take photos and videos of church events, filter and edit the photos and videos after the event for a recap video and photo album.
- Produce professional testimony videos, including filming and post-editing.
- Train, schedule and support volunteers serving in the church's media and AV ministry.
- Coordinate technical and presentation requirements with pastors, ministry leaders, worship teams, speakers and external vendors.

Collaboration and Administration

- Work closely with pastors, ministry leaders and administrative staff to understand communication and media requirements.
- Manage requests and production schedules to ensure that materials are completed before the relevant service or event.
- Ensure that official content receives appropriate approval before publication.
- Handle church, ministry and member information with appropriate confidentiality and care.

QUALIFICATIONS & REQUIREMENTS

- **Demonstrate** a vibrant personal faith in Jesus Christ and alignment with the mission, values and ministry of Agape Christian Centre.
- **Possess** a relevant diploma, degree or practical experience in Communications, Digital Media, Graphic Design, Marketing, Audio-Visual Production or a related field.
- **Create** clear, engaging and visually appealing content for digital, social media and presentation use.
- **Use** creative and productivity tools such as **Canva, Microsoft PowerPoint and CapCut Pro**, or comparable platforms, with confidence.
- **Apply** experience with **WordPress, Elementor, Figma, photo-editing tools, video-editing tools or social media management platforms**; familiarity with these platforms will be an advantage.
- **Utilise** AI-assisted tools responsibly to support content creation, design ideation, image and video production, and general productivity.

- **Operate** or demonstrate familiarity with AV equipment such as sound consoles, presentation systems, cameras and live-streaming tools; hands-on experience will be an advantage.
- **Communicate** effectively in English and have functional proficiency in Chinese to work within a bilingual and intergenerational church environment.
- **Organise** multiple tasks and requests effectively, meet deadlines, and collaborate well with church staff, ministry leaders and volunteers.
- **Adapt** readily to new digital platforms, software, AV systems and equipment as required.
- **Maintain** appropriate confidentiality and care when handling church, ministry and member information.
- **Support** Sunday services and major church events through regular Sunday availability and flexibility to serve when required.

HOW TO APPLY

Interested candidates are invited to submit their application to **Elder Ng Yi Qi** (email: media@agapesingapore.com) containing:

1. **Cover Letter** introducing yourself and expressing your interest in church media ministry.
2. **Resume / CV** outlining your educational background, relevant experience, and technical skill set.
3. **Portfolio** (if available) featuring graphic design, video editing, social media management, or AV work samples.
4. **References** (2 ministry or professional references).

"So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith." — Galatians 6:10