



Alpha

Programme Coordinator

About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations, the revitalization of the Church and the transformation of societies. Our mission is to equip and serve the Church in its mission to help people discover and develop a relationship with Jesus. Today more than 30 million people around the world have attended Alpha.

How to Apply

To apply, please submit your resume to hkalpha@alpha.org.hk

Key Responsibilities

- Manage the conception, development and implementation of programmes, events and campaigns to strategically support the growth of Alpha in Hong Kong and beyond
- Interface with multiple stakeholders including external and internal parties to plan, execute and implement various strategies, programmes and events
- Prepare and organize strategic materials, presentations and reports
- Revamp, analyse and maintain the current database system (i.e. Salesforce) to support a data-driven approach in our ministry and fundraising
- Provide administrative support for the various teams in Alpha

Qualifications & Essential Skills

- Experience in event coordination or project management
- Strong organizational and administrative skills; strong attention to detail and accuracy
- Strong command of English and Chinese
- Strategic planning and evaluation skills
- Demonstrated problem-solving skills and “can do” attitude
- High degree of professional work ethics and unquestionable integrity
- Professional gravitas and confidence to communicate effectively with a variety of people, especially business leaders and church leaders
- Knowledge and passion for Alpha
- Proficiency in office software, such as Word, Excel and PowerPoint