



JOB DESCRIPTION

PART TIME PARISH ADMINISTRATIVE ASSISTANT

Part-Time / Full-Time:	Part-Time
Hours per week:	21 hours per week
Reports to:	Senior Minister
Award:	Clerks – Private Sector Award MA000002

Administrative assistant

The Parish Administrative Assistant will be a committed Christian. They will be committed to playing their part in the mission of St Andrew’s Cronulla and St James’ Kurnell by providing excellent administrative and ministry support to our team- which includes the Senior Minister, the Ministry Team, Wardens, Parish Councillors and other church volunteers.

The Administrative Assistant will have strong computer literacy skills and can competently work with Microsoft 365. Previous experience working in office administration and with MailChimp, Elvanto and Proclaim platforms will be considered favourably.

The Parish Administrative Assistant will have excellent interpersonal skills, the ability to work with a wide range of people and work well in a team environment. They will be well organised, motivated and flexible.

Key Competencies and Attributes

- Effective interpersonal skills and a caring manner
- Ability to work collaboratively and with a wide range of people
- Highly organised and have exceptional attention to detail
- Strong written and verbal communication skills
- Flexible and open to change
- Ability to follow instructions while also displaying initiative
- Ability to problem solve, be proactive and adaptable
- Demonstrated competence in Word, Excel, PowerPoint, Outlook, Canva (knowledge of Proclaim, MailChimp and Elvanto an advantage)
- Technologically literate and able to adapt to different technologies and to seek instruction for new technology as needed to support personal skills development
- Ability to handle sensitive matters in a confidential manner

Character

- Honest and reliable, with a strong commitment to confidentiality

- Shows tact, grace and kindness, fostering a friendly, welcoming, and empathetic presence in the Church office
- Embodies genuine Christian values and demonstrates a consistent commitment to Christian truth and lives in accordance to the teaching of the Bible

Specific Tasks and Key Responsibilities:

The Parish Administrative Assistant will be a good office allrounder and will be involved in any or all of the following duties:

Administration

- Providing a warm and presentable reception to those inquiring at the office
- Answering phone calls and messages
- Maintaining the Office email inbox
- Preparing, proofing and producing the weekly printed and e-newsletters
- Maintaining Mailchimp database for newsletter distribution and statistical analysis
- Maintaining Elvanto database
- Providing oversight to the development and maintenance of the website, social media, graphics, banners and other promotional material
- Triaging any mail to the relevant officer responsible in a timely manner
- Ordering and maintain stocks of office stationery supplies
- Maintaining stocks of Kitchen and Bathroom supplies in the Church Hall
- Ensuring all office equipment and hardware is serviced and working as required
- Maintaining and regularly update the church interior notice boards and welcome table.
- Providing administrative and organisational assistance and support, when requested.
- Undertaking photocopying and laminating as requested.
- Maintaining a clean and tidy office environment (includes weekly vacuum, wiping down desks with disinfectant/cleaning product, keeping desks clear from clutter, and closing computer files before leaving for the day).
- Liaising with Senior Minister, wardens and nominated assistant/s for facilities booking enquiries and other property maintenance issues.
- Providing Secretariat support for the Parish Council meetings and Parish AGMs.

Ministry Support

- Preparing required items for Sunday services
- Preparing service slides for the 10.30am service, using Proclaim
- Maintaining records of songs sung at services for CCLI's "SongSelect"
- Reporting on CCLI reporting (for St Andrew's and St James).
- Maintaining a clean and tidy church environment (tidying the church back tables and pews, wiping down the back tables and benches; tidying and wiping down the hall table)
- Assisting in the booking, planning and delivery of Occasional services, including:
 - Baptisms/ Thanksgivings;
 - Weddings

- Funerals
- Assisting in the planning and delivery of Seasonal Services, including:
 - Easter
 - Christmas
 - ANZAC
- Assisting in the planning and delivery of Ministry Services and Activities, including:
 - Worship on Wednesdays
 - DivorceCare
 - Know Your Bible
 - Mothers Union
 - Playgroup
 - Bible Studies
 - Youth Group and Children's ministries

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Senior Minister.

Qualifications and experience: WWCC

