



ST JOHN'S UNITING CHURCH
ESSENDON

CHURCH OFFICE ADMINISTRATOR

Applications are invited now for a Part-time Office Administrator 15 hours/week (normally 9.00am to 12 noon Monday to Friday). We plan to make the appointment on February 22.

An air-conditioned office is provided at St John's Uniting Church, Essendon and the work shall normally be completed at that location.

Main Responsibilities

- Production of:
The weekly Orders of Worship & notice sheets
Circulars, minutes, reports, rosters, mailing lists, magazines etc.
Correspondence provided by the Minister/s & other office-bearers
- Printing
- Taking and making phone calls and emails including Baptism, Wedding and Funeral enquiries and property bookings
- Liaise with property users and assist in management of the property
- General organisation of the office, including the computer facility
- Maintenance and oversight of the Church Website
- Other related duties as arranged with the Minister

Skills - Essential

1. A personable manner in dealing with enquiries and requests from a range of people
2. Demonstrated P.C. computer proficiency, particularly with MS Word, Outlook, Publisher, PowerPoint and Excel software programs
3. General office organisational skills
4. Demonstrated self-direction and ability to work with limited supervision

Skills - Desirable

1. Ability to work in a congregational setting
2. A driver's licence and car

Payment will be commensurate with skills and experience and will include a 9% Superannuation contribution.

The full Position Description can be viewed on our website: www.stjohnsessendon.org.au.