

Lutheran Church of Australia Queensland District

An opportunity to make a real difference in a values-based organisation!

Position title: District Church Board Administration Support
Supervisor: District Administrator
Classification: Clerks Private Sector Award
FTE: Full time (38 hours a week)
Location: 24 McDougall Street, Milton, Brisbane Q 4064

A new and exciting position has been created for someone that has a passion to be part of a values-based organisation that makes a real difference in people's lives every day.

The Board of the Lutheran Church of Australia Queensland District (LCAQD) is looking for a person with at least 3 years' experience in supporting senior management in areas of governance, event management, administrative and secretariat support.

This is a full-time position based at the LCAQD office in Milton, Brisbane. You will join a team who support each other and work together to serve the administrative needs of the LCAQD and its members. Reporting to the District Administrator, you will serve as the minute secretary for the LCAQD District Church Board (DCB), help plan events and other administrative tasks.

The main components of this role will be working closely with the Chair and the LCAQD Bishop to organise and manage the monthly DCB meetings. You will also provide critical planning support for major events for the LCAQD including the annual Convention of Synod, 2 District assemblies each year, the annual Pastors' Conference and other events. You will also assist the District Administrator with other administrative tasks

If you are a person who is detailed-focused, can maintain strict confidentiality, is highly organised and is self-motivated and works well in a team; look no further, please apply.

For a Position Description and information on how to apply for the position please contact Kitrina Scott-Davies at Kitrina.Scott-Davies@lca.org.au (07 3493 5641) or Crystal Bignall at Crystal.Bignall@qld.lca.org.au (07 3511 4023).

Please provide a copy of your resume and covering letter (no more than 2 pages) outlining your skills and experience to demonstrate why you'd be a great fit. Let us know your goals and what would excite you about a role like this.

Applications are to be submitted by email to Kitrina.Scott-Davies@lca.org.au no later than October 9, 2022.