

Immanuel Lutheran Church North Adelaide

Position Description Office Administrator

1. Job Identification:

Title:	Office Administrator
Award:	Clerks (S.A.) Award
Responsible to:	Pastor/Chairperson of the Congregation
Level:	Up to level 2 (depending on experience)
Basis of employment:	Permanent part time - 12 hours per week. Attendance at front office Tue/Wed/Thur 9am-1pm
Community participation:	Ideally applicant is an active member of the Lutheran Church of Australia.
Review process:	The position is reviewed annually.

2. Job Purpose:

To manage and conduct duties for the development of the community life of Immanuel Lutheran Church.

The successful candidate will be responsible for the provision of an efficient, effective and high-quality administrative service reporting directly to the Immanuel North Adelaide Pastor and Church Council chair. People skills are essential for this position as you will be required to answer the phone, greet visitors during office hours and act as a liaison between the pastor and the public. You will have the ability to handle complaints and problems with tact, patience and diplomacy and be proficient with handling confidential and sensitive information according to church protocol.

A high degree of expertise in computer applications such as word processing, spreadsheets, presentations and database is necessary as you will need to maintain church records, schedule appointments, draft correspondence and reports, prepare PowerPoint presentations, maintain office calendars and databases, and order office supplies and assisting with the coordination and communication of special events and projects. You may also be required to undertake some invoicing and bookkeeping activities.

3. Primary Responsibilities and Tasks of the Office Administrator:

1. Perform office management tasks such as maintaining office supplies, files, etc.
2. Provide administrative support to the Pastor and ministry leaders as needed.

3. Create a welcoming environment in the Church office while performing tasks including receiving guests, scheduling meetings, and responding to voicemails, emails, etc.
4. Coordinate and maintain the church calendar to ensure facilities are used efficiently.
5. Maintain the church website and ensure updates are regularly made.
6. Maintain and update church records (for attendance, membership, etc.) using the church database software and provide reports to the Pastor and Church Council as requested.
7. Strategically communicate key events and information to the Church by producing the weekly bulletin and other required communication.
8. Pick up (from District Office) and distribute all mail.
9. Manage phone calls in an appropriate manner.

Applicants are encouraged to discuss the flexible working arrangements for this role.
Appointment will be subject to a satisfactory Criminal History Check.

Applications must include a current CV, contact details of two referees and a written response detailing your suitability for the position as outlined in the position description.

To apply or for more information please contact Jacob Fabich at immanuel.church@outlook.com

Applications close: Friday 3rd January 2020.