

# BayChurch is seeking to employ an Admin Worker



## About BayChurch Presbyterian

We are a growing, Gospel centred, multicultural, multigenerational church in the bayside area of Melbourne.

Our mission is to be a church that is:

- Growing in our love for God.
- Growing in our love for one another.
- Sharing the hope of Jesus with the bay area and beyond.

We are looking for someone who has strong Gospel convictions, is a team player and has a strong work ethic.

## Job Description

BayChurch Presbyterian is seeking to employ an **Admin Worker** on a part time basis. We are looking for someone who can provide administrative support for our congregational needs. The hours of work for the role are negotiable between 1.5 - 2 days/week.

**The purpose of this position is to:**

- provide a single point of contact for non-pastoral congregational needs
- provide administrative support related to building refurbishment works such as: organising quotes, meeting with contractors etc.
- provide general administrative support for ministers and ministries at BayChurch Presbyterian.

**The Admin Worker must:**

- Have a caring attitude, good people skills and a high level of integrity
- Be accessible, responsive and flexible to handle a wide range of tasks
- Have clerical, communication, computer and administrative skills
- Be a committed Christian and either a BayChurch Presbyterian member or eligible to become a member.

Due to the nature of the position the person must have appropriate experience and be able to carefully deal with confidential information. It will also be important to be able to work as a helpful and dependable team member.

### **List of responsibilities will include:**

- Be the Safe Church Representative (compliance officer) of the church.
- Be the Church buildings officer, and the point of contact for church facility bookings and maintain a Church Diary for all events and bookings.
- Preparation and printing of the weekly church bulletin, the Annual Congregational Meeting papers and other papers as requested by the minister
- Prepare weekly PowerPoint slides for the service.
- Maintain the church membership database (using the 'Fluro' platform) and print updated Church Directories periodically.
- Email church news as directed by the minister.
- Maintain our website, social media presence and organise marketing such as graphics for special events and sermon series. (Note training for this task will be provided if needed).
- Other administrative tasks as requested by the minister, the Session (elders) or the Board of Management.

### **Hours and Remuneration**

The position is offered on a permanent part-time basis (1.5 - 2 days per week) with the actual days and hours of work being negotiable. The pay rate will be reflective of the skills and qualifications of the person appointed to the position, relevant to the levels prescribed in the industry award: **MA000002**.

The appointment will be made by the BayChurch Presbyterians Board of Management and the position will be reviewed after 6 months, and then on a two-yearly ongoing basis.

### **How to apply**

Applications should include a CV and cover letter explaining why you would be a good fit for this role.

Send application via email or post to:

BayChurch Presbyterian Board of Management

[info@baychurchpresbyterian.com.au](mailto:info@baychurchpresbyterian.com.au)

8 Park Rd, Cheltenham, VIC, 3192

Applications should include an attached cover letter and CV.

Applications close: 18/03/2024