



Lyons Church of Christ
ABN: 34115311707
2 Marrawah Street
Lyons ACT 2606

JOB DESCRIPTION
Administration Assistant
Role description
<p>This role is to support the Pastor, in the provision of ministry to the Lyons congregation and the local community. The task of the Administrator is to facilitate good communication and processes both within the church community, with our building and car park users and with our local community, in a manner that is God honouring and consistent with the church's vision to share the truth of the Christian gospel with everyone we encounter.</p> <p>This is a part time position for 12 hours per week, with 4 weeks annual leave pro rata.</p> <p>The Administration Assistant is responsible to the Pastor. The Pastor determines the day-to-day tasks and employment details. The Administration Assistant is also accountable to the Elders in the Pastor's absence.</p>
Purpose of the position
<ol style="list-style-type: none">1. Provision of high-quality administrative service.2. Facilitate high quality written communication.
Key responsibilities
<p>To provide administrative assistance wherever required including, but not limited to:</p> <ul style="list-style-type: none">• Ensuring quality communication with churches and groups who hire our facilities including invoices and receipts.• Ensuring quality communication with individuals who hold a carparking permit, including invoices and receipts. Checking cars in car park when on site to make sure they possess a permit.• Facilitating communication with the church congregation, including the production of a church newsletter.• Assisting the Minister with administrative or other reasonably requested tasks, including liaison with external stakeholders.• Assisting Finance Manager with delegated financial processing functions and liaison with external financial services provider as required.

- Assisting Administrator with delegated compliance and governance functions (e.g. annual reporting).
- Assisting with event preparation.
- File, photocopy, and archive documents where required.
- Administering of the church database and assisting in the preparation of the quarterly roster for Sunday services.
- Day-to-day management of the church's online presence and liaison with technical support when required

Selection criteria

Abilities, aptitudes and skills

1. Good interpersonal and communication skills (written and oral).
2. Strong organisational ability and well developed IT skills.
3. Demonstrated commitment to quality service, customer care and effective communication.
4. Demonstrated ability to take ownership of processes.
5. A willing attitude to "do what needs to be done".
6. Ability to learn new processes and systems quickly.
7. Ability to work independently and as a member of a team.
8. Is able to both show initiative and take direction where necessary.
9. A personal relationship with the Lord Jesus Christ and regular attendance at a Christian church.

Salary

This position will come under the terms and conditions of the Clerical and Administrative Employees Award in the ACT. The salary for the role will be set based on qualifications and experience.

Acknowledgement

The requirements of this job description are intended to describe the general nature and responsibilities of the work in this role. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required. Employees will also be required to follow any other job-related instructions and church policies, and to perform other job-related duties requested by their Pastor to support the church's compliance with its legislative obligations. The Pastor may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

To apply, please email a CV to Jason at jasonp@lyons.org.au.