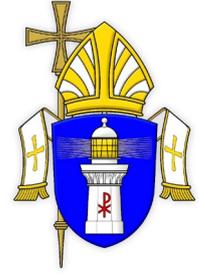




DIOCESE OF BROKEN BAY
Our Lady of Perpetual Succour
Catholic Parish Toukley/Lake Munmorah



Administration Assistant

- Toukley/ Lake Munmorah Forest Parish
- Permanent Part Time – 10 hrs per week
- Tues and Thurs 9.00am – 2.00pm
- \$28 per hour plus super

As the Administrative Assistant you will work with the Parish Priest and parish team to support the administration functions of the parish office.

About the Role

The Administration Assistant works with the Parish Priest to:

- Provide support to the Parish Priest and Parish Office including general administration;
- Welcomes visitors and general office duties; and
- Provides cover for staff leave and absences.

The role reports to the Parish Priest of Toukley/ Lake Munmorah Parish.

About You

You are experienced in office administration. You have a personal commitment and understanding of the Catholic Church and have ideally worked with parish communities in the past. You have a comprehensive knowledge of contemporary administration processes and understand parish communities. You have exceptional skills in managing and maintaining harmonious relationships with those communities while meeting the demands of a busy Parish Priest. You have excellent oral and written communication skills, are highly organised and proficient in contemporary word processing software, spreadsheets and some experience in publication apps or a willingness to learn.

This role has been assessed as requiring a Working With Children Clearance (**WWCC**) and Police Check prior to appointment.

You will be able to meet most of the following selection criteria:

1. A personal commitment to the Catholic faith and an understanding of the Catholic Church and parish communities;
2. A sound knowledge of contemporary office administration processes;
3. Experience working cooperatively and productively with volunteers in a Christian environment;
4. A proven record of working harmoniously with stakeholders to achieve positive outcomes;
5. Proficient skills in contemporary computer applications including the Microsoft Office suite;
6. Excellent organisational skills and the ability to prioritise and reorganise priorities;
7. Excellent word processing, reception and telephone skills;
8. Excellent written and verbal communication skills including the ability to draft letters and other communications;
9. Working with Children Check (**WWCC**) clearance and Police Check;

10. A current NSW driver's licence.

Benefits of working with us

As an employer that genuinely values our staff, we offer:

- Family friendly hours: Mon and Tues 8.00am – 2.00pm;
- A friendly working environment;
- A challenging and exciting role that makes a significant contribution to Catholic parish ministry.

From our end

Applicants for the position should include:

- A **Cover letter** explaining why you are interested in the role and how your experience and capabilities align with the selection criteria in relation to undertaking this role; and
- **Curriculum Vitae**

If you would like to apply for the role, please email your application to tomy.kuruvelil@bbcatholic.org.au

Applications close on Friday 17 May 2024.

If you are interested please do not delay. Apply now as applications will be reviewed as they are received and we may close an advertisement prior to any disclosed close date.

Only candidates with the right to live and work in Australia should apply. No sponsorship is available for this position.

No agency contacts please. This position is being managed internally.