

NEW PENINSULA BAPTIST CHURCH Administration Assistant

Located on the beautiful Mornington Peninsula, New Peninsula Baptist Church is diverse multi-campus church with campuses at Mount Martha and Rosebud. As we come out of this Covid season we are seeking to make connection – with God, with each other and with our neighbours and local community. Offering great workplace flexibility and a supportive team environment, we are looking for a faith-filled, passionate and mature Christian to bring administrative support to the key ministries of our church.

Key Focus Areas:

Administration -> you are confident with Microsoft Office and have strong administration skills

Communications -> you are a good communicator both written and verbal

Teamwork -> you can work with various people and groups to achieve the best result

Position Requirements:

Qualifications

- A Current Working with Children Check

Experience

- Experience in a similar Administration role

Desirable Competencies

- Sound knowledge of Microsoft Office suite
- Strong Administration skills
- Sound knowledge of social media platforms
- Good interpersonal and people management
- Good organization and time management skills
- Ability to take initiative

Personal Characteristics

- Willingness to learn, face challenges, flexibility and adaptability

Suggested Spiritual Gifts

- Administration, Leadership, Organization

Compliance

- Responsible for following all church policies and procedures, including implementation and maintenance of Safe Church requirements
- A Police Check and completion of a Safe Ministry Check will be required prior to commencement

Time fraction and Salary

The role is 3 days per week with salary based on Level 3 of the Clerical and Administrative Employees (Victorian) Award.

To obtain a Position Description or to gain further details please email Lesley on

viv@newpeninsula.com.au.

Applications for this position will close on Monday 13th December but will be reviewed as they are received.