

York Street Church of Christ: Position Description

Job title: Office Administrator		
Reports to: Finance and Operations Manager		
Key Relationships: Ministry Staff; Cleaning Staff; Volunteers		
Reporting Staff: Nil		
Level/Grade: Clerks Award Level 2	Type of position: <input checked="" type="checkbox"/> Permanent Part-Time	Hours: 22 hours per week. You may be required to work reasonable additional hours as required by this position.
<p>Purpose of position</p> <ol style="list-style-type: none"> To provide efficient and effective reception and administration support for York Street Church of Christ. To release ministry staff from administrative tasks to better enable them to minister and serve. To support and release the church body to use their gifts to serve God. To support the church in its pursuit of excellence and in its vision and mission. 		
<p>Key Responsibilities</p> <ol style="list-style-type: none"> Front of house, reception, customer service duties. General administration and office duties including but not limited to: <ul style="list-style-type: none"> Answering phone calls Email and calendar management Printing and photocopying Computer tasks Administration duties associated with our Sunday services: <ul style="list-style-type: none"> Assistance with rostering Announcement slides Orders of service Podcast uploads Maintaining attendance records. Assist with maintenance of 'Elvanto' database. Collate and prepare monthly "What's Happening" flyers. Prepare communications (letters, emails etc.) to church family as required. Room set up as needed. Train and support office volunteers. Additional reasonable administration tasks to support ministry staff, Operations Manager or elders. 		
<p>Key deliverables</p> <ol style="list-style-type: none"> The church office running smoothly as the communication and organisational hub of the church. Visitors, incoming calls and correspondence received, screened and appropriate action initiated. All communications/requests responded to in a professional, efficient, confidential and helpful manner 		

Knowledge, Skills and Abilities

- Knowledge of clerical practices and procedures advantageous.
- Excellent reception and phone manner
- Excellent computer skills
- Proficient in:
 - Microsoft Office Suite; Word, PowerPoint, Outlook and Excel
- A self-starter and thrive on meeting deadlines and you like working in a fast-paced environment.

Personal Attributes:

1. A servant-hearted, friendly, compassionate and sincere person who genuinely enjoys both tasks and people.
2. Excellent administration, organisational and customer service skills and a high attention to detail.
3. Excellent communication skills (both written and oral), and ability to communicate well with all ages and build both internal and external relationships.
4. Ability to work across a wide variety of tasks and juggle multiple priorities and conflicting demands in a busy environment.
5. A flexible team player - able to take direction, work collaboratively and be happy to assist in other areas while also being able to work autonomously and show initiative.
6. Mature in Christian faith and character, Kingdom minded, active member of the York St Church of Christ.

I, _____, declare and acknowledge I have read and accept the job description duties as detailed above.

Signed: _____ Date: ____/____/____