

POSITION DESCRIPTION



Staff member- paid office assistant (part-time)

Mission of St. Michael's Church

Proclaiming Christ – Building Community – Sharing Hope – Serving Others

General Description:

St. Michael's is an active and growing Anglican parish church in the inner north of Melbourne. It has a staff made up of paid and unpaid ministers. Members of staff have varying responsibilities including ministries for children and youth, adults in small groups and two Sunday congregations. The position of paid office assistant is for eight hours per week. The office assistant will be managed and supervised primarily by the Vicar and will also assist from time to time in tasks that assist other staff and other leaders in the parish. The work will be carried out in the church office and will include general clerical and administrative duties as directed.

Gifts and abilities suited to the position:

Applicants should demonstrate a good understanding of parish church operations and of the Christian faith. The position does not necessitate membership of the parish, nor attendance at Sunday services, though these are desirable. Applicants should demonstrate good people skills that represent a welcoming and courteous attitude to anyone making enquiries or visiting the office environment. Applicants must have adequate computer skills and a familiarity with *Microsoft Office Suite* software and competence in using basic office equipment such as printers, phones, and photocopiers. Competence in managing email communication via *Microsoft Outlook* and capacity to update web based information and use social media sites is also required. Other typical administrative skills required in this position include: collecting and organising information, communicating with people, using word processors and spreadsheets for creating and publishing documents, making payments via banking websites and ordering materials. In keeping with Biblical teaching directed at those serving in the church, the applicant should be in regular fellowship with other Christians and committed to a lifestyle that honours Christ (consistent with guidelines in "Faithfulness in Service" which is available on the website of the Anglican Diocese of Melbourne).

Specific tasks and responsibilities include:

- Collect information and publish the weekly news bulletin for Sunday Services
- Manage answering machine messages and incoming calls during office hours
- Sort and distribute incoming mail
- Circulate information to members regarding upcoming events and services weekly
- Prepare, as directed, service running sheets and *Powerpoint* slideshows for services
- Publish, update and distribute occasional rosters for ministries
- Publish, copy, and distribute occasional letters, fliers, booklets, etc.
- Update and maintain the parish computer database
- Maintain files of information (electronic and hard copies) for parish use
- Edit and add information to St. Michael's web site regularly as directed
- Maintain adequate stationery and office supplies as needed
- Report to CCLI re copyright for music and photocopies of same (monthly and annually)
- Manage WWC checks, police checks, rego forms etc. for parishioners involved in ministry
- Type up and distribute Vestry minutes (monthly)

Terms and conditions:

- Part-time – 8 hours per week
- Casual hourly rate of salary based on Fair Work Australia award
- Direct supervision from the Vicar or another office-bearer of the parish