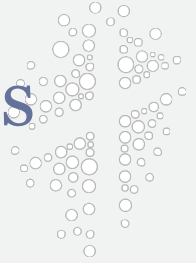


Position Description

Menai Baptist Church

**Communications &
Office Administrator**
(30 hours)

Role Description: Communications & Office Administrator



ROLE CONTEXT

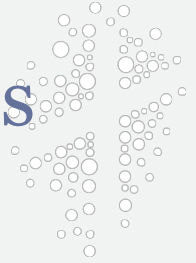
| | |
|---------------------------|-------------------------------------------------------------|
| Accountable to: | Lead Pastor |
| Key Relationships: | Pastoral Team |
| | Ministry Volunteers |
| | Leadership Council |
| | Relevant Inaburra staff (PA Principal, Property Manager) |

ROLE PURPOSE

Provide personal assistance to the Lead Pastor as well as supporting all Pastoral staff, Ministry Leaders & Volunteers as required. Also coordinate and maintain all church office functions and MBC communication pathways.

The Proposed hours of work will be in the Church office from 0900 – 1500, (30 hours/week) Monday to Friday.

Role Description: Communications & Office Administrator



ROLE RESPONSIBILITIES

Oversee the Church Office

- Maintain a friendly and warm environment.
- Manage office systems including data management, filing and email inbox.
- Sourcing and ordering stationery and office supplies.
- Represent MBC as the primary contact person during office hours worked.

Maintain Church Connections

- Coordinate, update and publish the weekly MBC Newsletter.
- Maintain the MBC Calendar and events database.
- Support volunteers in relevant areas of office equipment and support.
- Maintain the MBC Directory.

Provide personal administrative support to the Lead Pastor

- Manage the Lead Pastors Calendar.
- Coordinate phone calls & meetings as requested including small events.
- Facilitate all administrative emails including access to Lead Pastor inbox.

Support Pastoral & ministry staff

- Working with the other Pastoral staff & ministry-specific volunteers to support completing their ministry tasks.
- Preparation and distribution of QCM and AGM Minutes, reports & presentations.
- Prepare and publish church ministry group materials as required.

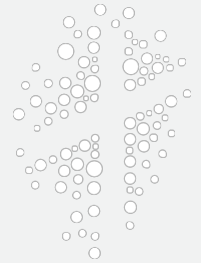
Internal & External Communications

- Manage and maintain the MBC Website.
- Have oversight and understanding of Elvanto.
- Update the MBC Facebook page and other social media Platforms as required.

Financial

- Arrange payment of all MBC invoices and periodical payments.
- Arrange weekly banking.
- Basic church financial services in conjunction with MBC Treasurer.

Capability Profile



SKILLS

- Ability to prioritise.
- Strong communications skills.
- IT literacy.

COMPETENCY

- Demonstrated proficiency in verbal & written communication.
- Excellent Computer skills in Word, PowerPoint, Pro-presenter & Elvanto.
- Experience in graphic design desirable.

CHARACTER AND CONVICTIONS

- Acts ethically and above reproach.
- Alignment and agreement with the vision, mission, direction, core values and doctrinal statements of Menai Baptist Church.
- Confidentiality and discretion.

If you would like further information regarding the role, please contact Brett Hookham our Lead Pastor at brett@menaibaptist.org.au

If you would like to formally apply for the role, please send through your CV and a Cover letter to Jeremy Baillie, Secretary of Menai Baptist Church at jlbaillie@bigpond.com.au

