

St Stephen's Lutheran Church
152 Wakefield Street, Adelaide

Position Description: Office Administrator

Classification:	Clerks Award, Level 2
Hours:	Part-time: 15 hours per week Office and homebased work flexibility.
Reports to:	Chairperson and Treasurer
Significant Working Relationships	Church Council Congregation Pastor(s) and Ministry Team Congregation members and volunteers Lutheran Church of Australia District and National Office Facility user groups and individuals Suppliers and vendors

Core Activities:

- a) Ensuring a good standard of service to the members of St Stephens Congregation, support to the Senior Pastor and a welcoming, efficient reception in the Church Office.
- b) Attending to 'phone, mail and email, general correspondence, printing and filing.
- c) Ordering office, cleaning and altar supplies, and maintain office equipment.
- d) Manage bookings and payments for hire of the church and Social Space.
- e) Prepare the weekly bulletin for email/hard copy distribution.
- f) Print service orders and ad hoc documents.
- g) Distribute rosters, reports and minutes as supplied.
- h) Prepare certificates and special service orders.
- i) Administer member transfers, maintain church records.
- j) Calculate and produce annual statistics in liaison with the Pastor.
- k) Publish, edit, and maintain the members Church Directory.
- l) Administer petty cash transactions.
- m) Contribute to a safe and equitable working place by observing all OH&S and Equal Employment Opportunity regulations.
- n) Other reasonable duties commensurate with the Award level.

Personal Qualities and Skills Required

- a) A Christian commitment and the ability to work as part of a Christian team ministry. Some involvement in the life of St Stephens would be an advantage.
- b) Proficiency in Microsoft Office applications, such as Word, Outlook, Publisher, Excel. Experience in accounting and bookkeeping practices and financial software (Xero), as well as electronic file management. Some knowledge of other tools or technology, such as graphics, would be an advantage.
- c) Ensure face to face and telephone enquiries are handled efficiently, flexibly and with innovation by referring callers and by providing essential information.
- d) Has well developed written and verbal communication skills; is flexible and innovative in providing solutions to enquiries.
- e) Able to work autonomously and as part of a small team, and to understand when confidentiality is required.
- f) Has good organisational and administrative skills, including realistic time-management, attention to detail and record keeping. An ability to maintain composure and to use initiative to meet competing deadlines.
- g) The ability to work with a diversity of volunteers in the parish with empathy and flexibility.

Applications close: 28 November 2023, unless the position is filled before.