



**ST JOHN'S**  
ANGLICAN CHURCH  
**CANBERRA**

### **Position Description**

**Position title:** Office Administrator  
**Reports to:** Rector  
**Position Objective:** Providing administrative and office support to the Parish.

### **Employment Details**

**Status:** Permanent part-time  
**Hours:** 25-35 hours per week (negotiable)  
**Award:** Clerks-Private Sector Award 2020 (Classification: Level 3)  
**Employer:** St John's Anglican Church, 45 Constitution Avenue, Reid, ACT.  
**Role description:** The position involves managing the parish office and providing administrative support for clergy, worship services and parish events.

### **Major Duties**

#### **Office services**

1. Answer telephones and receive visitors to the office.
2. Maintain the office and its equipment and supplies.
3. Maintain the parish roll and other databases.
4. Assist in training and support for office volunteers.
5. Maintain the procedures manual documenting the varied office and parish activities.
6. Maintain the register of keys.

#### **Worship Support**

1. Manage the roster of worship services.
2. Draft and print service sheets.
3. Manage funerals and interments.
4. Assemble, edit, and print weekly newsletter.

#### **Secretarial support**

1. Provide administrative and clerical support to the Rector.
2. Assist with maintaining the parish website including newsletter uploads.
3. Assemble and disseminate papers for the Annual General Meeting.
4. Maintain the filing system (electronic and paper based) so items can be accessed.



**ST JOHN'S**  
ANGLICAN CHURCH  
**CANBERRA**

**Confidentiality**

1. Exercise discretion in not disclosing any confidential information without authorisation.
2. Keep confidential material secure.

**Other**

1. Support the Operations Manager.
2. Other tasks as required by the Rector.

**Key Competencies**

1. Demonstrated ability and experience liaising with diverse ranges of people while maintaining good relationships.
2. Highly developed administrative skills, including attention to detail.
3. Good written expression.
4. Efficiency, organization and self-motivation.
5. Ability to use Microsoft suite of products (including Word, Outlook, Excel, Publisher) and to acquire skills for other software (e.g. Canva and web-based databases) as needed.
6. Knowledge of the activities of an Anglican parish and commitment to its mission and values.