

POSITION VACANT: ADMINISTRATIVE COORDINATOR

Unit of Presbytery & Synod/Congregation: Morialta Uniting Church
Classification: Level 2, Year 2, Clerks Private Sector Award
Type of appointment: Fixed term (1-year contract),
part-time 20 hours per week (0.533 FTE)

Description:

Applications addressing the selection criteria are invited for the position of Administrative Coordinator at Morialta Uniting Church.

The Administrative Coordinator position provides administrative coordination and support to the Minister, lay leadership, and activities in the mission of the church, and facilitates communication within the congregation.

The position supports the Morialta congregation in moving towards its Vision by being the point of contact with the community and providing administrative support for the church. It provides a welcoming reception and expresses and nurtures a caring environment for members of the congregation, those in the wider community, and visitors to the church.

Morialta Uniting Church seeks to be an inclusive community that holds to the way of Jesus, expressed through love, service and hospitality. We offer, for all ages, learning opportunities, spiritual expression, action for justice, and social connection.

The person we are seeking will have a friendly, respectful and adaptable outlook, and strong communication and organisational skills. They will be able to prioritise effectively, and demonstrate competency in Word, Excel, Outlook and Powerpoint. It is desirable for the person to have a strong commitment to Christian faith and a good understanding of church community life.

Full job description: <http://www.morialtauca.org.au/>

Application close date: 7 June at 5.00 pm
Forwards application to Christine Secombe
Secretary, Morialta Uniting Church
christine.secombe@bigpond.com

Contact persons: Margaret Cargill (Church Council Chairperson)
margaret.cargill@adelaide.edu.au
Christine Secombe (Church Council Secretary)
christine.secombe@bigpond.com