

St Mark's Anglican Church, Berowra

Job description | Office Administrator

Permanent Part-Time



Description

St Mark's Anglican Church, Berowra, is an evangelical church serving those living in and around the northern borders of Sydney. We are seeking a friendly and detail-oriented Church Office Administrator to join our small staff team. As the Church Office Administrator, you will play a key role in managing the day-to-day operations of our church office and supporting the smooth functioning of the ministries of our church as a whole. The ideal candidate is self-motivated, organised, able to multi-task and communicate well with staff, volunteers, church members and other visitors.

Reports to

The Senior Minister, Rev. Luke Woodhouse

Positional expectations, the candidate is:

- A committed and growing Christian, as evidenced by weekly attendance and involvement at a church (not necessarily St Mark's).
- On board with the distinctive elements of St Mark's including our love of the Scriptures, commitment to prayer, warm embrace of multi-generational Christian community and desire to reach our local community and the world with the message of Jesus.
- On board with our Safe Ministry environment, either having met or being willing to meet the Safe Ministry requirements of the Anglican Diocese of Sydney.

Key Responsibilities

Front desk and communication:

- Welcome/greet midweek visitors, church members and direct inquiries.
- Answer phone calls and respond to inquiries.
- Manage church emails, ensuring prompt and courteous responses.
- Assist staff with church-wide communication efforts.

Sunday services and ministry support:

- Prepare term rosters for three Sunday services.
- Ensure weekly reminders and assistance sent to volunteers.

Administrative and database Management:

- Manage and maintain the church database (Elvanto), including ensuring up-to-date contact details and other data (inc. song usage and yearly CCLI reporting).
- Oversee the organisation of other church records, filing and storage systems.

Office and supplies management:

- Keep the church office tidy, organised, and well-stocked with necessary supplies.
- Order other church supplies as needed (eg: office, cleaning, communion, catering and kitchen items).

Calendar and church bookings:

- Manage the church calendar, including room bookings.
- Liaise with external hirers for bookings and particular requirements.

Liaising with cleaners, IT and maintenance personnel:

- Regular communication with church cleaners regarding expectations and requirements.
- Timely communication with other maintenance personnel and church wardens for site repairs and maintenance.
- Connect with external IT support as necessary.

Personal qualities and abilities

- Highly organised with a keen attention to detail, and ability to solve problems.
- The ability to prioritise tasks effectively.
- Ability to work within the unpredictable day to day environment of a church office.
- Adept in and comfortable with learning office and church software and other tech related admin solutions.
- Strong written and verbal communication skills.
- A humble team player, but also with initiative and drive to work independently.
- Trustworthy and discrete in observing confidentiality.
- Willingness to perform other reasonable duties as discussed with the Senior Minister.

Working hours/days

The position is currently for 14 hours per week, with the expectation that these hours will be spread across at least two weekdays within business hours. There is a large scope for flexibility regarding the break-up of the hours across the week.

Keen to apply?

If you are interested in this position, please send your up to date CV, including three references to luke@stmarksberowra.org