

Administration Officer (Church Office Secretary) - Caloundra Uniting Church (<https://caloundraunitingchurch.org.au/>)

Caloundra Uniting Church is now accepting applications for a self-motivated and committed Administration Officer to provide administrative support in a timely and helpful manner to the Ministry Team and other key groups within the Caloundra Uniting Church Congregation, to enhance the overall quality, effectiveness, and efficiency of ministries of the congregation.

The position is on a permanent, part-time basis (0.21 FTE) 8 hours per week. As the Administration Officer, you may undertake work across a broad range of church activities. Primarily involves the management of the church office, which requires the administrative/organisational skills for a typical small business office, and includes knowledge of, or ability to learn, computing software such as Microsoft Office, maintaining the congregation's database for members, rosters, registers, and common commercial communications, publishing, and graphics packages for PowerPoint presentations etc.

Job details

Position status	Permanent
Position type	Part-time
Occupational group	Clerks – Private Sector Award 2020
Classification	Level 1 year 1 to Level 3
Workplace Location	Caloundra Uniting Church 56c Queen Street Caloundra.
Job ad reference	CUC1
Closing date	28-Jan-2022
Yearly salary	\$8,993.92 - \$10,400
Fortnightly salary	\$345.92 - \$400.00
Workdays	Negotiated
Contact person	Ron Robinson for Job Position Description 0411494377 ronandlinda@bigpond.com
Send Application to	ronandlinda@bigpond.com for Caloundra Uniting Church