

# ADMINISTRATIVE ASSISTANT – PART TIME

## Ministry & Mission, Presbyterian Church NSW



The ongoing mission of the Ministry & Mission Committee is to advance the formation, staffing and flourishing of healthy, multiplying Presbyterian Churches.

If you'd like to be a part of that mission, then you might be exactly the person we're looking for.

We need someone to provide administrative support to a small team working to assist Presbyterian Churches across NSW and the ACT. The role is for 3 days per week with actual hours to be negotiated. The team works together in our Surry Hills office on Mondays and Tuesdays. Other hours can be worked remotely.

The person we're looking for will have the following skills and experience.

### Essential to the role

- Proficient in Office 365, especially working with Outlook, Excel, and Word
- Experience in office administration
- Excellent spoken and written communication skills
- An ability to complete routine clerical tasks accurately and confidently without supervision
- A gospel heart that aligns with the mission and values of M&M

### Ideally

- Familiarity with personnel and procedures of the Presbyterian Church
- Experience with website maintenance
- Experience with Canva or other design software

More information and a position description can be obtained from the Superintendent of Ministry & Mission, Matthew Oates, either by email [moates@pcnsw.org.au](mailto:moates@pcnsw.org.au) or phone 0425 325 436. Applications should be submitted by email before close of business on Monday 29 April, and must include a written personal reference from the minister of your church.

*The Ministry & Mission Committee seeks to prioritise and abide by these values in all our interactions: Healthy, flourishing, gospel centred, disciple making congregations. Strategic thinking for the benefit of the denomination as a whole. Wisdom, competence and experience without fear or favour. Healthy ministers/ministry personnel and their families. Collaboration with appropriate delegation so that we work effectively in the areas of our responsibility.*