

Gymea Baptist Church Ministry Role Description

PD27 Administration Assistant | [Level 2 Team Member]

Role Summary

The primary aim is to assist the Administration Team Leader by providing administrative support and assistance for operational and ministry staff.

Primary Responsibilities

- Provide a warm and welcoming environment
- Complete reception duties including responding to enquiries and providing general information about the church and our programs
- Word processing to help create, format, edit, correct, print and save documents for ministry areas
- Computer applications involving church database management (Elvanto) and Microsoft 365
- Operational administration support
- Assist with the coordination and management of the church's calendar, including scheduling events and inputting event and ministry information
- Maintain church records and assist in monitoring safe church compliance
- Provide general administrative support to ministry staff and volunteers
- Assist with additional administrative tasks and special projects as assigned by the GBC Administration Team Leader

Key Competencies

- Strong interpersonal skills
- Proven administrative capacity
- Competency in Microsoft 365 Office Suite.
- Excellent verbal and written communication skills
- A detail-oriented and proactive approach to problem-solving, with the ability to work independently and as part of a team
- Ability to maintain confidentiality and handle sensitive information with discretion

Expectations of the Candidate

- A current and verified Working with Children Check.
- To complete a police check.
- Compliance with the GBC Safe Church Process and GBC Policies & Procedures

Line of Responsibility

- This role represents an important support position in the church and will report to the GBC Administration and Serve Team Leader or the authorized representative.

Time Commitment

- This is an 18 hour a week role to work Monday, Wednesday, and Friday from 9:00am – 3:00pm.

Timeframe for the Role

- Fixed term contract to begin once role is filled and finish 31 October 2025
- This is a fixed term part-time contract role with the possibility of extension.

Interested applicants should send a resume and cover letter to Marjy Robertson, GBC Administration and Serve Team Leader, at marjy.robertson@gymeabaptist.org.au