



2 Bringelly St, Arana Hills 4054

admin@aranahills.church

www.aranahills.church

(07) 3851 2022

Office Administrator

We are seeking an Office Administrator to join our team at Arana Hills Church of Christ. As the Office Administrator, you will play an integral role in supporting the leadership teams and Church operations, including office management, ministry support, and service administration.

CHARACTER

We envision the person who fills this role to be:

- A person of integrity
- A servant leader
- A mature believer that lives a congruent faith life
- Someone with strong interpersonal skills
- Someone with an inclusive and affirming posture towards people on the margins of our community and society at large: i.e., people of diverse abilities
- Someone who aligns with the Vision, Mission and Leadership Values of AHCofC
- Someone who embodies Arana's authentic culture
- Someone who is part of the church community, engaging regularly in services and events

CHEMISTRY

This position requires someone equipped with a "can-do" attitude and a readiness to be a team player. Arana's leadership consists of Elders, Church Leadership Council (CLC), and Staff; together these teams wholistically serve the congregation through shared giftings.

This position works closely with a second Administrator who currently works 12-hours per week. Early in the appointment, a conversation will be held with both administrators and Senior Pastor to determine delegation of responsibilities based on giftings.

COMPETENCY

You will need to be a competent individual who is equipped to handle the following responsibilities:

- Management of daily church and office operations, including correspondence, registers, and digital systems
- Liaising with a team of volunteers and ministry leaders to assist with church ministries, including rostering and service planning
- Keeping the church's database, Elvanto, up-to-date and ensuring it is used to its full potential

- Bookkeeping, including inputting and reconciliation of transactions, paying bills, raising invoices, and processing payroll within Reckon
- Working alongside the Church Treasurer in monitoring and reporting on church finances
- Overseeing church facility maintenance and security operations
- Ensuring regulatory compliance and management of Safe Church tasks, advised by leadership
- Managing facilities hire, including renting church equipment, and ensuring policies are followed
- Assisting in the administration of onboarding of volunteers and staff team members

You will need to be able to provide support in following responsibilities:

- Handling church communications and publications, including social media, website, YouTube Channel, newsletters and event information
- Coordinating, planning, and executing church events
- Liaise with staff team members to ensure Sunday and Special services run efficiently

Regular engagements would include attending:

- Staff Team meetings (Mondays); and
- Other meetings if and when required (i.e., Church meetings, leadership meetings, ect.).

Desired and developing skills:

- Office and Church Management program proficiency (i.e., Microsoft Programs, Elvanto)
- Technology skills (i.e., Mac and PC operating systems, Square hardware ect.)
- Experience in small business bookkeeping, payroll and compliance
- Experience working in a church leadership environment
- Willingness and ability to learn new programs and systems
- Communication and presentation skills
- Developing culture and missional mindset
- Friendly, enthusiastic, and positive attitude
- Passionate people person

TERMS OF APPOINTMENT

This is a permanent part-time (30-hours per week) role, with a 6-month probation period.
 (NOTE: The appointment and terms of the role are determined and managed by the CLC directly).

APPLICATION PROCESS

Please email cover letter motivating the application and resume or CV to admin@aranahills.church.
 Please submit a referee list that includes both professional and informal referees (i.e., manager, work colleague).