

Job Title:	Administration Assistant – King's' Baptist Church
Classification Level:	Clerks Award – Level 3 1.0 FTE
Reporting Relationships:	Associate Pastor for Community Wellbeing

Position Purpose

The Administration Assistant, King's Community is responsible for providing administrative support to King's Baptist Church (KBC) and The King's Community. The Administrative Assistant will also oversee the day to day operations of the church as well as provide administrative assistance to the KBC Pastors and Ministry Team Leaders.

Key Responsibilities

The role of Administration Assistant encompasses activities within the following Key Result Areas (KRAs).

- Administration and Reception Duties
- Finance Duties
- Communication Duties
- Facility Duties
- Ministry Support Duties

Staff are expected to work effectively in a team environment and manage their working relationships to ensure all KRAs are achieved.

A review of this role will be undertaken at the end of the 12 month contract to assess the needs and requirements across the KBC and King's Community.

Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary.

Key Areas	Key Responsibilities
Administration & Reception Duties	<p>General</p> <ul style="list-style-type: none"> • Act as the initial point of contact for visitors and enquiries relating to all areas of the facility. • Maintain the organisation of the front reception area and common office areas. • Manage the flow of visitors' onsite according to centre policies and procedures. • Liaise with the King's Maintenance Team in regards to facility requirements and needs. <p>Church</p> <ul style="list-style-type: none"> • Act as the initial point of contact for visitors and enquiries to the church. • Respond to and distribute phone and email messages appropriately. • Assist Carelink client enquiries and food assistance where possible. • Collect and post mail • Order and maintain office supplies, • Attend weekly staff meetings and contribute, report and bring items as relevant. • Keep accurate membership records in the Elvanto database as required under the church constitution. • Oversee maintenance of first aid kits.
Finance Duties	<p>Church</p> <ul style="list-style-type: none"> • Pay incoming invoices. • Receipting ministry program fees and donations. • Prepare Carelink, café and offering takings for banking. • Reconcile MYOB receipts and invoices. • Purchase items for ministry areas as required. • Provide Monthly budget reports to ministry areas. • Reconcile church credit card each month. <p>King's Community</p> <ul style="list-style-type: none"> • Invoice for facility hire and keep track of payments. • Pay incoming invoices for King's Community. • Reconcile MYOB receipts and invoices for King's Community.

<p>Communication Duties</p>	<ul style="list-style-type: none"> • Reflector newsletter content – collate content and work with designer to produce and print monthly newsletter. • Maintain an accurate database of church members and attenders • Follow up new attenders as necessary. • Maintain church social media and website. • Edit weekly audio and video and post online. • Send weekly emails and SMS (content provided by ministry staff)
<p>Facility Duties</p>	<ul style="list-style-type: none"> • Organise and maintain the church and King’s community calendar including booking relevant spaces across the King’s campus for meetings and events. • Manage bookings of King’s Community Facilities, liaising with relevant church and school parties. • Ensure the facility is maintained and cleaned to adequate standard, work with cleaners, ministry leaders and external hires. • Report facility requests to maintenance team as needed. • Maintain and clean the church staff kitchen and supplies. • Liaise with cleaners regarding events that may impact their regular cleaning schedule of the centre. • Liaise with Venue Manager and Technician regarding external hires and needs / requests. • Assist with updates and implication of new policies as required.
<p>Ministry Support Duties KBC Ministry</p>	<ul style="list-style-type: none"> • Order and maintain supplies for Sunday morning tea and other supplies as required, by Pastors and Ministry team leaders within budget allowance. • Ensure paperwork and packs are ready for Sunday Morning Welcome Team • Provide assistance to ministry team leaders where necessary (such as creating brochures and working with graphic designer, creating power points, printing documents, scheduling appointments)

Essential Criteria

1. A personal commitment to the Vision, Mission and values across the King's Community in regards to a Christian education and a church community, ideally attending KBC as a home church.
2. Current Senior First Aid Certificate (updated every three years)
3. Current Mandatory Notification training (renewed every three years)
4. Understanding of confidentiality within a school and church environment.
5. Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful manner.
6. A natural affinity with people and developing successful relationships, supporting others and providing exceptional levels of service to a student and family community.
7. Ability to show initiative and be flexible and adaptive.
8. Work cohesively in a team environment as well as working autonomously where required.
9. Representing the King's Community and Church and the wider community by providing a positive, enthusiastic and professional support and customer service environment.
10. Proven proficiency in Microsoft Office programs, along with data base management programs, web base communication tools (eg. Social media. Mail chimp, word press)

Hours of work

This position is fulltime across Monday – Friday for 49 Weeks of the year (including 4 weeks paid leave), however, the position requires a degree of flexibility to accommodate various projects and events across the King's Community.