



Our MISSION - Disciples wholeheartedly loving, living and revealing Jesus

Our VALUES are:

1. We prioritise God's presence in our lives
2. We are Spirit led and empowered
3. We are grounded in the bible
4. We are relationally committed
5. We are Kingdom focused

Our VISION is: A disciple-making community growing along the Georges River and beyond revealing the love and life of Jesus for today impacting thousands of lives for eternity.

Expressions of Interest

6 October 2020

ArtsLife Access Administrator – 8 hours per week (temporary – 3 months)

About ArtsLife

ArtsLife Access is a unique creative arts program specifically aimed at adults and children with disability. Currently our workshops run fortnightly and are distinctively themed, providing a wide range of creative activities that allow us to identify and reveal the abilities of each individual participant.

We believe that everyone is an artist and we work with extraordinary people to give them a voice and tell their story.

About the Position

Life Care is currently seeking a highly motivated individual to join our ArtsLife Access team.

The Administrator role will be responsible for assisting in research and development of funding opportunities, both corporate and through NDIS. This role will also be responsible for coordinating and developing our team of volunteers.

Ideally the successful candidate will demonstrate the following skillset;

- High level of both verbal and written communication skills.
- Demonstrated high level of computer skills.
- Ability to multi-task and work to deadlines.
- Proven experience in record keeping including an ability to maintain confidential information.
- Demonstrated ability to be able to work independently and as part of a team.
- Desire to share the Mission, Values and Vision of Georges River Life Care as outlined above
- Knowledge of NDIS (preferred but not essential)

You would be joining a friendly team and receive mentoring and support.

If this is you, we would love to hear from you. Email karen@grlc.org.au for more info