

POSITION DESCRIPTION

EMBRACE STREAM LIFE CARE ADMIN. ASST.

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.



POSITION OVERVIEW

Position:	Embrace Stream Life Care Admin asst.
Status:	4hrs per week, temp to end of 2021
Report to:	Embrace Stream Leader via Executive Assistant
Award:	Community Services Award
Last updated:	2021

KEY RELATIONSHIPS

Internal

Executive Assistant, Artslife tutors and staff, Key Volunteers,

External

POSITION SUMMARY:

The Role of the Life Care Administrative Assistant is to work with the Executive Assistant to provide assistance with the ArtsLife and other Life Care administrative tasks.

ROLE RESPONSIBILITIES OVERVIEW:

1. **ArtsLife Kids**

- Schedule of invoicing each term
- Update tutor schedules as required
- Process active / creative kids vouchers
- Record keeping
 - CCB
 - MAILCHIMP
 - CLICKSEND
- Check, and file attendance records each week

2. **Events - assist with admin. of events including:**

- Record keeping
- Financial tracking
- Forms

3. **Other Tasks**

- Proof reading
- Scheduling Social media posts for CRC, Parenting, Events
- Identifying Community Relief pantry needs
- Filing

4. **Personal Growth and Development**

Maintain a vibrant personal spiritual, intellectual and emotional life, ensuring ongoing professional development via mentors, courses and personal study.

Essential Criteria

- Experience working in an admin role
- Good communication skills,
- Good organisational skills,
- Computer literacy (electronic calendars, CCB, MS office)
- Currently actively involved in Church ministry
 - Ability to develop and maintain positive relationships within target group.
 - Flexibility and reliability in relation to workplace tasks and responsibilities.
 - Demonstrated commitment to working with others, including showing respect and effectively managing conflict.
 - Ability to work as an effective team member including the ability to work under instruction.

Desirable Criteria

- Be a Church partner.