



OFFICE MANAGER

0.6-0.8 FTE

Como Baptist Church is seeking an Office Manager to join the team. Como Baptist Church is located near the intersection of the Freeway and Canning Highway in Como, and the area as well as the church are undergoing change. We are a faith based community of around 150 people, and also have a community focused arm 'The Bridge Organisation Inc.' that operates a childcare centre. Over the next few years, we will be undertaking a major development and we require a gifted and efficient administrator to help us fulfil our vision to be a loving community, inspiring people to say 'yes' to Jesus and His way of life.

The Office Manager will provide the necessary administrative assistance to ensure the smooth functioning of the church office including providing support to pastoral staff and the Eldership. The Office Manager will be a first point of contact in the church office and will be responsible for presenting a positive image to those who contact the church. The Office Manager will be providing administrative pastoral support to the Senior Pastors and is responsible to ensure that confidentiality is maintained. From time to time, the Office Manager will need to be available on Sundays, and for significant events such as funerals, weddings and special services. The position is a Grade 6 Administrator under the Clerks (Commercial, Social and Professional) Award and the successful applicant will have at least 5 years administrative experience in a not-for-profit organisation. Experience in providing administrative and organisational support to pastors is preferred.

In a typical week, the Office Manager will attend a weekly staff meeting; organise church communications via email, web, social media and apps; maintain records, office systems and various information; forward planning; drafting policies and procedures; assist the pastors in being organised; and liaise with various volunteers to ensure that the ministries and services of the church operate smoothly.

The position is part-time, with days and times to be negotiated – up to 0.8(FTE). Applications can be emailed to office@comobaptist.org.au and should include a resume and a covering letter addressing the selection criteria.