

MARY MOTHER OF THE CHURCH CATHOLIC PARISH IVANHOE

Parish Office

4 Waverley Ave
Ivanhoe 3079

Phone 03 9499 1515

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ivanhoe@cam.org.au

www.ivanhoecatholics.com



All Correspondence to Parish Office

Mary Immaculate Church

4 Waverley Ave

Ivanhoe

St. Bernadette's Church

89 Bond St Ivanhoe

Mother of God Church

56 Wilfred Rd Ivanhoe East

POSITION VACANT - Office Administrator

Our Parish

The Catholic Parish of Ivanhoe identifies its mission as a community of people:

Who are united in faith in Jesus and his values;

Who gather to celebrate the Eucharist;

Who seek to serve the needs of the community and the world; and

Who bear witness to the way life could be.

Our Values

We name our Parish values as, Inclusiveness, Hospitality, Mission and Service

Position Summary

The role of the Office Administrator is to provide administration and office support to the Parish Priest.

Conditions: The position is part time, 20 hours per week.

The working days are, Tuesday to Friday.

This will be a fixed term 12 month appointment, with a view to becoming ongoing.

Duties will include, but will not be limited to:

- Actively support the Parish Priest in the day to day operation of the parish and under his direction take responsibility for a wide range of administrative tasks with the objective of ensuring efficient and seamless administration and a strong pastoral focus in the parish.
- Provide high level of customer service to the Parish, as first point of contact on the telephone and in person.
- Provide secretarial, bookkeeping and office support services to the Parish Priest, including preparing correspondence and documentation, maintaining records and an orderly office, managing and facilitating groups and individuals using our parish facilities, and engaging with tradesmen and business suppliers.
- Assist in the preparation and printing of liturgical material for Sunday Mass and special celebrations, weekly parish newsletter and parish communications; maintain and monitor our parish website; provide administrative support to parish groups and volunteers.
- Assist with parish accounts and ideally bring them to financial statement stage; prepare reconciliation reports for the church and presbytery accounts; assist with managing the planned giving program and with preparing the regular Business Activity Statements, generating and processing invoices, payroll and associated accounting activities.

- Develop and maintain sound working relationships with school staff and parish volunteers. Coordinate volunteer groups and rosters, including those involved in preparing and celebrating our parish liturgies, home visitation and ministry to the sick and housebound.
- Assist the Parish Priest with arrangements (and record keeping) for weddings, funerals, baptisms, sacramental preparation and catechesis.
- Ex officio member (and secretary of) our Child Safeguarding Committee and support our ongoing implementation of, and compliance with, the Child Safety Policies of both Parish and Archdiocese.
- Other administration duties as needs arise.

Qualifications, Skills and Experience:

- Experience in providing a range of secretarial and office management services.
- Bookkeeping skills essential.
- High computer literacy with a sound working knowledge of Microsoft's Office suite of applications (Word, Excel, Outlook, and Publisher) and website management.
- Knowledge of the 'Parish On Line' and 'PACS' software (Parishioner Data, Thanksgiving Management, Financial Accounting, CDF Payroll, EFT Transactions, and website management) is highly regarded, however training can be provided.
- Experience in providing a range of secretarial and office management services.
- Ability to relate to a variety of people, develop sound working relationships, work with a spirit of generosity and achieve in a team environment.
- Ability to work to deadlines and be attentive to detail and quality service provision.
- Energetic and highly motivated with initiative and capacity to work with a minimum of supervision.
- Well motivated to work for the Church and ideally possess a strong commitment to its practices and values.

Other Relevant Requirements:

- Working with Children Check
- Police Check (new check required)

Additional Information:

- Applications are to be sent to recruitment@cam.org.au by Wednesday 15th April 2020. Please submit a cover letter addressing the key selection criteria along with a current resume.
- For further information, contact Suzette Diaz on 9926 5615

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.