



ADMINISTRATION ASSISTANT

Summary

There is an exciting opportunity for a proactive and organised Administration Assistant with a can-do attitude and exceptional customer service skills to join our Communications & Media department.

Selling points

- Part-time permanent position
- Hybrid role based in Melbourne CBD
- Growth and development opportunities

Background

The Anglican Diocese of Melbourne is a large and dynamic organisation comprising over 200 parishes located throughout metropolitan Melbourne and extending to include the Bellarine and Mornington Peninsulas.

The Communications & Media department is responsible for actively communicating internally and externally across the Anglican community, providing support for the Vision and Directions of the Archbishop, the mission of the Anglican Church in Melbourne, and beyond; through the award-winning monthly newspaper *The Melbourne Anglican*, the diocesan website, social media, and media liaison for the archbishop and his spokespersons.

The Administration Assistant reports to the Editor and works collaboratively with the Communications & Media team by supporting and managing the day-to-day admin function of the department and providing excellent customer service ensuring a high level of support, and guidance to our internal and external stakeholders.

You will be responsible for:

- Managing the Melbourne Anglican subscription and delivery database – including updating to maintain correct information, subscription renewals, bulk orders.
- Liaise with individual and bulk subscribers on matters relating to their subscriptions.
- Completing any print and distribution orders required.
- Liaise with internal and external stakeholders to produce the monthly Prayer Diary.
- Monitor and respond to queries in The Melbourne Anglican team inboxes, and answer phone calls.
- Create and upload the website ads, job ads, and sponsored stories to the website by the agreed deadline and under the supervision of the Editor; liaise with an external advertising contractor about details and timeframes.
- Uploading TMA onto websites required by state and federal legislation, uploading prayer diary onto ADOM website.
- Editing and managing the ads billing spreadsheet.

- Maintaining an invoice spreadsheet. Invoice support and assistance.
- Facilitate people making changes to their subscription to The Melbourne Anglican by phone or email.
- Manage, Investigate and answer invoice queries in a timely fashion and provide information to finance region-specific invoices.
- Upload contributed content to *The Melbourne Anglican* website and social media where requested to by editor
- Other administrative tasks as required.

To be successful in this role you will have:

- Self-motivated, able to independently plan and organise workflow
- Strong organisational skills, ability to think and plan ahead, set priorities, and meet deadlines to perform a wide range of tasks
- Attention to detail
- Excellent communication skills both written and verbal
- Team player, enthusiastic, friendly

At the Anglican Diocese of Melbourne, we are professionals who foster a culture of empowerment. We are a close-knit small team that supports the Diocese of Melbourne. You will be trusted to manage your own work. Therefore, we are looking for someone who is:

- Autonomous – you must be a self-starter and solution-oriented;
- Empathetic – you must have empathy for the Anglican Church and its mission;
- Professional – we are looking for someone who can operate at high standards;
- Detailed – detail matters and you will need exceptional attention to detail; and
- Teachable – no matter what your age or experience, there are always new approaches and new things to learn.

In return for your skills and enthusiastic commitment, you will have an opportunity to work with an organisation that makes a difference in the lives of many varied individuals across Victoria.

You must have full working rights and a current valid driver's license. To apply please forward your cover letter and resume to positions@melbourneanglican.org.au or click on apply now by midnight on 11 September 2022.

[Click here to view the position description.](#)

We are not accepting candidates from Recruitment Agencies.