



## **Administrative Assistant – Victorian Regional Office Permanent Part-Time Position, 20 hours over 4–5 days**

**Bush Church Aid seeks a part-time Administrative Assistant to help the Victorian Regional Officer in his role of supporting Christian ministry to rural, regional, and remote Australia.**

Working in close collaboration with the National Office team and a team of volunteers, the Victorian administrative assistant will provide proactive administrative support so that the Victorian Office functions effectively.

In this role you will:

1. Ensure the smooth and efficient operation of daily office activities through effective management of schedules, communications, and organisational tasks.
2. Provide essential support to the Victorian Regional Officer by managing correspondence, preparing documents, and handling administrative tasks, allowing them to focus on their core responsibilities and interactions.
3. Maintain up-to-date records and documentation, ensuring all data, reports, and communications are managed efficiently and accurately, supporting overall office effectiveness.

The Administrative Assistant will have:

- Proven experience in a similar role, preferably in a Christian not-for-profit organisation.
- A capacity to learn, develop and grow in this role.
- An ability to communicate effectively with a diverse range of people, verbally and in writing.
- Outstanding organisational skills, with proven ability to prioritise work and tasks.
- A capacity to problem solve and make decisions.
- Advanced computer literacy, including a working knowledge of Microsoft Office, such as Teams, Outlook, OneNote, Word and Excel.
- The ability to work independently, show initiative and work productively within a team environment.
- An understanding of the Anglican Church structure, culture, and mission is desirable but not essential.

### **How to apply**

When applying for this role please include the following:

- A brief cover letter
- Your CV
- Details of three referees, one of which must be your church minister/pastor.

If you require further information, or to apply please email: [info@bushchurchaid.com.au](mailto:info@bushchurchaid.com.au)

Applications for this position will remain open until a suitable candidate is found.