

Position Description for:

INC Receptionist/Administrative Assistant

Reports to: *Chief Financial Officer/Secretary, Ministry Operations Coordinator*

Term: *Permanent Part Time / Three days per week (preferably Mon-Wed)*

Probation: *Six months*

We are looking for a highly competent individual who would enjoy being an integral part of the INC team, assisting with building and supporting relationships with our pastors, churches, and many other stakeholders.

Key Responsibilities:

- Respond to all incoming communication including phone calls, emails and office visitors
- Provide a high level of service to internal and external stakeholders
- Provide full administrative support for the efficient running of the INC office
- Support the running of events such as INC Conference and INC Roadshows
- Management of the CRM/Database (including CRM training for new staff members)
- Monitor and assist with INC's social media platforms

Role Requirements:

- Active church member within INC and strongly aligned to the values of INC
- A proven track record of providing wide-ranging administrative support to a cross-functional team
- Exemplary organisation and administrative skills, including outstanding attention to detail
- Strong communication skills, including the ability to communicate professionally via phone and email with pastors and other stakeholders
- Ability to show initiative and work both independently and within a team
- A willingness to assist in other organisational initiatives
- Strong IT skills
- Graphic Design skills also highly desirable

To apply, please send a cover letter and resume to bhamilton@inc.org.au. Applications close COB Wednesday 13th February.

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