



ST MATTHEW'S  
SHENTON PARK

# St Matthew's Shenton Park: Office Coordinator

## Role

To provide administrative and other duties to ensure the smooth running of our office and church. The Office Coordinator will report directly to the Senior Minister.

## Duties

The tasks to be undertaken vary over time, requiring a flexible approach. Generally, they include:

- Some reception (including giving advice on church ministries and appropriate referrals).
- Correspondence in and out (including email) and filing.
- Coordination and production of internal and some external communications (including newsletters, informational brochures, promotional flyers, letterbox drops and local press advertisements).
- Coordination of some rosters and volunteers.
- Some management of the buildings (e.g. tidying public areas, ordering office and church supplies, referring on maintenance issues).
- Coordination of bookings of the church property and equipment.
- Management of procedures and systems for church administration (including office management, child protection, copyright, human resources et cetera).
- Maintenance of the policy and procedures manual.
- Other administrative support to the Senior Minister as time permits.

## Selection Criteria

### *Personal Requirements*

- A vital personal relationship with the Lord Jesus Christ, seeking to live in obedience to his expressed will in the written word of God.
- Active membership and weekly attendance at a church.
- Commitment to the mission of St Matthew's church and in full agreement with the doctrinal statement.
- Well-developed organisational skills and an eye for detail.
- Courtesy, initiative, friendliness, tact, and discretion.



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- The ability to work alone, with a staff team, and liaising with a wide variety of people.

### ***Essential Skills***

- Work experience in administration or a related field.
- Excellent oral and written communication skills.
- Accurate spelling, grammar and proofreading skills.
- Proficiency in Microsoft Office suite.

### ***Desirable Skills***

- Experience with Google suite of apps.
- Experience with Elvanto (Church management software).

## **Conditions of Employment**

The position is from 3-5 days employment, with a three-month probation period. Within a few constraints there is great flexibility in the hours of this role. Would suit someone who needs to work within school hours.

As this position involves contact with children and minors, as well as handling cash, the candidates will be subject to Police and Working with Children checks.

A Biblical standard of morality is essential in all staff of St Matthew's Shenton Park.

## **Applications**

Applications should be addressed to the Senior Minister, Evan McFarlane, at [manager@stmatthews.com.au](mailto:manager@stmatthews.com.au) or at the church address (114 Onslow Rd Shenton Park 6008). Applications should include contact details of a professional referee and of the applicant's pastor.