

**JOB ADVERT: ADMINISTRATION OFFICER**

Job Title: Administration Officer

Employment Type: Casual (12 months, 15 hours per week, 10:00 am to 3:00 pm on Monday, Wednesday, and Friday)

Location: Working From Home, although the Employer may direct employee to work from specific location from time to time.

Reporting To: National Coordinator, Jesus Youth Australia

Remuneration: Clerical – Private Sector Award 2010, Level 3

Responsibilities: The Administrative Officer will report to the National Council Coordinator and will be responsible for:

- Drafting and managing correspondence, ensuring all communications (emails, phone calls, etc.) are followed up and addressed promptly.
- Assisting the National Coordinator and National Council in executing plans, events (e.g., Chosen Conference), projects (e.g., World Youth Day's, Volunteer program), trainings, and programs.
- Supporting the National Council in fundraising activities, acknowledging donations, managing financial statements, and maintaining financial documents.
- Updating communication-related documents/information for various Jesus Youth service teams, regional/national team/council, Australian Bishops & related offices.
- Assisting the National Council in liaising with Jesus Youth International office and International Resource Persons for confirmation, visa processing, flight bookings (international & domestic), airport transfers, finance, and communication follow-ups.
- Assisting in the collection, compilation, and uploading of regular content for the National media platforms, including the website, newsletter, and social media.
- Supporting Regional Councils by executing any tasks assigned by them.
- Performing other duties as assigned by the National Council Coordinator.



Qualifications:

- Commitment to the mission and values of the Catholic Church
- Deep personal faith experience and active involvement in Catholic programs and events
- Ability to prioritize and manage work effectively, including developing and maintaining efficient record-keeping systems; ability to draft correspondence, minutes, and/or reports.
- Excellent interpersonal skills and ability to work collaboratively
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and social media platforms
- Demonstrated commitment to service and accountability
- Relevant educational qualifications
- Experience in Catholic ministry

Benefits: Jesus Youth Australia provides a supportive culture, flexible work arrangements, competitive salary, superannuation, and applicable leave benefits.

Additional Information: Jesus Youth Australia prioritizes the safety, wellbeing, and dignity of all children and vulnerable adults. All employees are required to complete a National Police Record Check and hold a valid Working with Children Check as a condition of employment. Please send your updated resume and cover letter to coordinator@jesusyouth.org.au by **Friday, 5th July 2024**. For more information, contact Davis Thomas at 0414 944 249 or Rose Maria Benny at 0404 138 445.