

Office Administrator

St. Matthew's Church Dunedin

Part-time

St Matthew's Church is a small friendly inner-city Anglican Parish.

We are in a season of renewal and new growth and we are looking for an administrator who can innovatively respond to developing opportunities.

You will be one of the faces of our Church, a point of contact for our community; engaging, friendly, and with excellent customer service skills.

You will be well organised and be a great multitasker, both as a receptionist, but in also in providing administration support to our Co-vicars and our Church Vestry.

Key Responsibilities:

- Reception duties (both digital and face-to-face)
- Supporting the organisation of weekly services
- Preparing the weekly newsletter
- Managing church rosters
- General administration support

Must haves:

- Have proven administration experience
- Proficient with IT systems and networks, including Office 365
- Have excellent communications skills including privacy and confidentiality
- Problem-solving "can-do" approach
- Values that align with the Parish's vision

This role provides flexibility and opportunities to be in a work environment with a lot of variety. The hours are 10 hours per week, over Mondays, Thursdays, and Fridays.

For more information, including a job description, please contact Chris Morris (Chair of Vestry) clm1964eyre@gmail.com.

Position closes on Friday 3rd September at 4pm.