



JOB DESCRIPTION

NAME

Position:	Vicyouth Personal Assistant
Full-time/Part-time:	Full-time
Contract/Remuneration:	Wages (guided by the Clerks – Private Sector Award 2010)
Employer:	Seventh-day Adventist Church (Victorian Conference) Ltd.
Appointed by:	Administrative Committee (ADCOM)
Reporting to:	Conference Secretary
Location:	141 Central Rd. Nunawading, Vic 3131
Date:	February, 2020

The focus of the Victorian Conference of the Seventh-day Adventist Church is the spreading of the Gospel of Jesus Christ, the spiritual nurture of its constituents, service to the community and the professional management of the church, its organization and facilities.

Our Vision is a thriving disciple-making movement across Victoria.

Our Mission is to make disciples for Jesus Christ of all peoples, communicating the everlasting gospel in the context of the three angels' messages of Revelation 14:6-12.

Position Summary

The role of the Vicyouth Personal Assistant is to facilitate a productive office through the efficient processing of enquiries, assist in the planning and coordination of major events and provide direction in marketing and design expertise. The position reports to:

- Director of Vicyouth (firstly)
- Assistant Director of Vicyouth (secondly)

Mandatory Requirements

- 1/ Must be a practising member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
- 2/ Able to always exercise confidentiality and discretion in dealing with people and matters of a sensitive nature.
- 3/ Must have the legal right to work in Australia and provide proof of this to the Employer as and when requested.
- 4/ Must provide a current national police record with no relevant reportable outcomes to your employer as and when requested.
- 5/ Must hold/be willing to obtain a current “Employee” Victorian Working With Children Check linked to the Employer. (**NB:** It is the responsibility of the incumbent to ensure this does not lapse nor is revoked while holding this position).

Desirable Attribute

Experience in event management

Selection Criteria/Skills Required

- 1/ Excellent oral and written communication skills
- 2/ Highly developed client contact/people skills
- 3/ Highly developed organizational skills with attention to detail and the ability to meet deadlines
- 4/ High level of computer/keyboard skills using: Microsoft Office suite, ADOBE suite, social media platforms and Website management
- 5/ Well developed document and information layout/graphic design skills
- 6/ The ability to work autonomously and as part of a team
- 7/ High level of discretion, initiative and self-motivation

8/ A commitment to and understanding of office policies and procedures such as: Equal Opportunity - Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy; Occupational Health & Safety; Information & Communications Technology Acceptable Usage Policy; conditions of service/employment etc.

Duties of the Position

The duties of the Vicityouth Personal Assistant is to facilitate the smooth running of the Vicityouth Department are as follows:

1. Office Administration

- Facilitate daily schedules to ensure the effective operations of the Vicityouth department
- Establish and maintain electronic filing systems
- Answer and screen telephone calls
- Greet scheduled visitors and conduct to appropriate area/person
- Prepare professional word processing documents and compose and type routine correspondence as required
- Co-ordinate and arrange meetings, including: assisting with agenda preparation; booking and preparing facilities and recording/transcribing minutes of meetings
- Process incoming and outgoing mail, e-mails and any other correspondence
- Prepare and copy materials and correspondence
- Develop and maintain up-to-date Vicityouth contact lists and data bases
- Provide Reception relief and undertake mail duties on a rostered basis
- Other duties as directed

2/ Event Management and Promotional/Program Activities

As a member of the Vicityouth team:

- Undertake event/program accounting functions as follows: receipt monies; organise offerings; stocktake and prepare invoices and payments

- Undertake/assist in event management as follows: undertake research, assist with promotions teams; arrange bookings; advertise and market; organise hosting, registration and catering; prepare, produce and distribute Infopacks; prepare, process and analyse evaluations
- Be available for, and assist in the: planning; marketing, operation; participation and evaluation of: Big Camp; Summer Camps; Pathfinder Expeditions and other major Vicityouth rallies and events
- Take part in Vicityouth meetings and strategic planning
- Attend and take part in administration of Pathfinder and other youth ministry events
- Design and develop materials using graphic software
- Maintain Vicityouth web pages
- Undertake research and prepare statistical reports as and when required
- Reply to correspondence re: event information and Pathfinder enquiries etc.

Performance Appraisals

Regular Performance Appraisals – based on a Performance Agreement and Learning and Development Plan – will be undertaken and will also include regular Job Description reviews.

Confirmation

On behalf of the Employer,

Signed by:Date:.....

(Phil Hyland, Director of Vicityouth)

I, the undersigned, have read and understood the terms and conditions of this Job Description and accept the position in accordance with the details as outlined.

Signed by:.....Date:.....

(Name, Vicityouth Personal Assistant)

