

Executive Assistant

- Support the CEO in a Christian professional services organisation
- Part time role – 3 days per week (0.6 FTE) with flexible work arrangements available
- Based in the Sydney CBD

About us

The Anglican Church Growth Corporation (ACGC) is focussed on assisting parishes and the Diocese to progress ministry and evangelism through robust strategic planning and interpreting ministry and evangelism needs into built form. Our Vision is to activate our property resources to become vital community hubs where mature disciples are made and Christ's love is demonstrated through care and compassion for, and by sharing his Word with, the people of Greater Sydney and Wollongong.

Our mission is to develop a sustainable property portfolio that facilitates the mission of the Sydney Diocese, bringing together property initiatives to interact with the greenfield and urban renewal (existing urban) growth areas, innovative funding solutions that generate ongoing annuity income and interface with the people resources required to effectively minister to Greater Sydney and Wollongong.

We have been in existence since early of 2019 and are therefore still in our start-up phase, but this is rapidly progressing toward delivery of our [Strategic Plan](#).

About the role

You will work closely with the CEO of the ACGC and will be responsible for all general Executive Assistant duties including:

- Diary management and scheduling,
- Providing broad administrative support to CEO,
- Manage the ACGC web page,
- Arrange meetings and events as needed,
- Be a customer-service focussed first contact with the ACGC and create strong relationships with key stakeholders.

About You

You will have at least five years of experience in a commercial office environment, with prior experience working with an Executive, and would like a role in an organisation with a clear Christian



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purpose. You will be flexible, have strong interpersonal skills and can relate well with a variety of different stakeholders.

You will have an exceptional eye for detail, excellent written and verbal communication skills and a proactive attitude. Your Microsoft office skills will be advanced with strong word processing skills. Knowledge of GIS platforms, Word Press and e-marketing will be highly regarded, though not essential. Proven event management skills including tertiary qualifications will be advantageous.

Consistent with the ethos and values of the Growth Corporation, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage. The Growth Corporation's values (see page 9 of the [Strategic Plan](#)) underpin the way we work and we offer professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Apply now with a covering letter and resume to recruit@sydney.anglican.asn.au.
- Please call **Ross Jones, Chief Executive Officer** on 0413 019 893 for a position description or with any inquiries.
- For further information about the Growth Corporation, please go to <https://anglicangrowthcorp.com/>.



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