

## Administration Assistant (0.6FTE)

- Contribute to the work of the Sydney Diocese
- Use your administration skills to support a range of boards and committees
- CBD-based Christian professional services organisation, with flexible work practices
- Part time role - 3 days per week (0.6 FTE)

### About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

The Diocesan & Corporate Services team is the centre of SDS's support for the Synod and its network of committees, boards and councils, providing Corporate Secretarial services to Diocesan corporations and various functions in support of parishes in the Diocese.

### About the role

You will be providing administrative support to the Diocesan and Corporate Services Team. Specific responsibilities include:

- managing meeting logistics and scheduling for boards and committees
- preparing template agendas and minutes and compiling complex PDF documents
- uploading documents to the website.

### About You

The successful applicant will have administration experience in an office environment. Attention to detail and strong written and verbal communication skills are essential. Applicants should also demonstrate excellent organisation skills, ability to demonstrate initiative and learn new skills, and a proactive attitude.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values 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](mailto:recruit@sydney.anglican.asn.au).
- Please call **Briony Bounds, Corporate Secretary** on 9265 1564 for the Position Description or with any inquiries.



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