

# POSITION DESCRIPTION

**Position**

Responsible to  
Part-time:

**Church Administrator**

Senior Pastor's Executive Assistant  
15 -20 hours per week

**POSITION IN CONTEXT**

Nexus Church is a vibrant, multi-generational Christian church that seeks to outwork the welcome invitation of Christ, cultivate a strong sense of belonging and down-to-earth community amongst its members.

The role is a part of the support team and works closely with the Executive Assistant and other administration positions to support the administrative needs. This position is accountable to the Senior Pastors EA and includes voluntary commitments consistent with that expected of an engaged member of Nexus Church.

**PRIMARY PURPOSE**

The administrator's primary responsibility is to attend to the ongoing requirements and general church administration needs. This includes but is not limited to overseeing and upkeep of all staff training, support in managing the team and on-boarding new volunteers and staff members. This role can be split up to three weekdays per week.

As such, this role is responsible for and will undertake the following key responsibilities and following outcomes:

- Effectively managing the ongoing staff training requirements, such as first aid, fire and safer churches training.
- On and off-boarding all staff members and volunteers
- Oversee blue-card administration across all ministries and locations
- Support the Safer Churches Officer with required administration
- Assist with ad hoc event administration; such as Weddings and Funerals
- Day to day administrative support, working with the Senior Pastor's EA for ensuring the smooth running of staff and ministries



### **REQUIRED ATTRIBUTES**

- A Christian based lifestyle and ethos
- Time management and planning skills
- Demonstrated effective interpersonal skills in working alongside leaders and management
- Demonstrated leadership capacity to effectively train, inspire, support team.

### **DESIRABLE ATTRIBUTES**

- Experience in a range of modern computing devices, applications and operating systems
- Experience in administration management, particularly in a church environment.

### **ADDITIONAL REQUIREMENTS**

- Be in agreement with the statement of faith documented in the policies of Nexus Church and the Australian Christian Churches United Constitution
- Exemplifies and communicates the Nexus Church values and culture.
- Membership of Nexus Church, or an application for membership within 3 months of commencement within the position
- Be willing to undertake extra tasks that may arise in the day to day needs of Nexus Church

### **QUESTIONS?**

Should you have any further questions, please email [Claerwen@nexuschurch.com.au](mailto:Claerwen@nexuschurch.com.au).

Please allow up to 48 hours time for reply.

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Applications due by COB Tuesday 15 April 2024

How to Apply Please submit your resume and cover letter via email to

[claerwen@nexuschurch.com.au](mailto:claerwen@nexuschurch.com.au)