



NSW Ecumenical Council Inc.

Rev'd Myung Hwa Park
President

Ms Wies Schuiringa
Interim General Secretary

Member Churches:

Anglican Church (NSW Dioceses)
Antiochian Orthodox Church
Armenian Apostolic Church
Assyrian Church of the East
Bruderhof Australia
Church of South India
Congregational Federation of NSW
Coptic Orthodox Church
Ethiopian Orthodox Tewahdo Church
Greek Orthodox Church
Indian Orthodox Church
Lutheran Church of Australia (NSW District)
Mar Thoma Church
Religious Society of Friends
Roman Catholic Church (Dioceses of Bathurst, Parramatta, and Wagga Wagga)
Syrian Orthodox Church
The Salvation Army
Uniting Church (NSW/ACT Synod)
Observer Status
Macedonian Orthodox Church
Ukrainian Catholic Church
German Lutheran Church

Associated with the National Council of Churches in Australia (NCCA)

EXPRESSION OF INTEREST

temporary part-time administration assistant

Expression of Interest are called for a temporary part-time administration assistant at the NSW Ecumenical Council to ensure continuity until the appointment of a new General Secretary of the NSW Ecumenical Council.

- The position starts will last at least until 30 November 2023, with potential for a longer term arrangement, with a reduction in hours.
- The position is for 12 to 16 hours per week, as agreed, some of which need to be worked in the office at 379 Kent St, Sydney. Some hours can be worked at home.
- Needs to be available to work at the AGM of the Council in Redfern on Saturday 2 September, from 8.30 am till 3.00 pm.
- The incumbent is a contractor to the Council and submits invoices for work done. The remuneration is \$40.00 per hour, all inclusive. The incumbent is responsible for their own insurances, superannuation etc.
- The incumbent works with and is responsible to the Interim General Secretary.

Attributes and skills of the temporary part-time administration assistant:

- Good software skills e.g. database management, mailchimp, different functions in Word and Outlook
- Good verbal and writing skills
- Appreciation of the diversity of the Christian churches that are in membership of the Council
- Comfortable to work in a Christian environment e.g. prayer before a meeting
- Able to keep information gained in the course of the work confidential, unless safety requires to involve others.
- Position would suit a student or person already familiar with, or working in a church or community environment.

Position description:

- Monitor incoming emails and follow up in consultation with the Interim General Secretary
- Assist with the administration of the recruitment process for the new general secretary
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pg. 17th Floor, 379 Kent Street, Sydney, (Locked Bag 199, Queen Victoria Building, NSW 1230)

Tel: (02) 8259 0819 Email: generalsecretary@nswec.org.au

Website: www.nswec.org.au ABN: 64 781 737 080 INC: 9879408



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- Assist in preparing for the AGM, ability to work on Saturday 2 September and assist with a range of tasks on the day
- Assist in reviewing the online databases, mailchimp, office procedures
- Communicating with member churches, those who contact the Council, in consultation with the Interim General Secretary, as required.
- May be asked to attend meetings (online or in-person), take minutes and distribute minutes
- Review filing of hard copy material, online filing, archiving, etc
- Assist in preparing the office for the incoming General Secretary.

Criminal records and Working With Children checks will apply. The applicant needs to have a valid visa to work in Australia.

Applications should be made with a resume/curriculum vitae and names of two referees.

Application to be emailed to: generalsecretary@nswec.org.au

For further information: Wies Schuiringa wschuiringa@nswec.org.au

Applications close: cob Thursday 17 August 2023