

# Our Place Christian Communities Administration and Communications Worker

## Duty Statement

- Assist the OPCC committee to prepare and conduct Belonging workshops and other disability inclusion training events for churches. This will include preparation of presentation materials, advertising, ticketing, liaison with caterers, training booklet assembly and other tasks as required
- Manage the OPCC website
- Coordinate production and distribution of the OPCC newsletter (with content input from the OPCC committee and Ministry worker)
- Manage the social media presence of OPCC
- Set up and manage a database of OPCC supporters
- Assist the Ministry Worker in mass communication tasks
- Other administrative tasks as required

## Skills and Capabilities

- Strong, growing Christian faith
- Able to work effectively as part of a team
- Excellent communication and interpersonal skills
- Administrative experience
- High level of computer literacy
- Experience managing social media and communications

## Reporting Structure

Report to a subcommittee of OPCC- the Chair, and at least two other members (so the subcommittee has male and female members). The subcommittee will be responsible for providing the worker with orientation, support

## Conditions

8 hours per week.

\$34 per hour + superannuation

Salary packaging may be available

Time in lieu offered for weekend/ afterhours work.