



Team Administrative Assistant

- **Two-year contract - 4 days per week**
- **Diverse role in a supportive and dynamic team making positive change happen**
- **Based in leafy North Sydney close to transport, shops and cafes**

Catholic Religious Australia (CRA) is a peak body which is the national voice for the Leaders of around 150 religious institutes across Australia. CRA provides a broad range of services to support Religious Institute Leaders, at this time of change within the Church.

The CRA Secretariat is a small, friendly team of professionals engaged in multiple projects. We are seeking a skilled and enthusiastic Team Administrative Assistant, who can work across multiple priorities and is able to quickly adapt to new circumstances as they arise. In summary, the successful candidate will assist the team with:

- Administrative support in preparing a wide range of documents
- Communication-related tasks including preparing PPT, flyers, surveys, website uploads
- Events support and hospitality
- Database maintenance
- General office duties

Essential Criteria:

- Proven track-record of high-quality administrative support
- High level Microsoft Office suite skills
- Strong database management skills
- Strong organisational, time management skills with the capacity to manage multiple priorities
- Excellent communication skills, both written and verbal
- Strong member-service and interpersonal skills
- High degree of accuracy and attention to detail

Applications

Your application should include your Curriculum Vitae and a Cover Letter addressing the essential criteria. Applications without a covering letter will not be considered.

Please direct queries about the role to Taylor Coutinho at ea@catholicreligious.org.au or 02-9557-2695. Applications are to be forwarded to Taylor by **Wednesday 21 June 2023**.

Interviews will preferably take place on Monday 26 June at North Sydney.

CRA is committed to safeguarding all people, particularly children and adults at risk and has a zero-tolerance to abuse.

Only candidates with the right to work permanently in Australia may apply for this position.

Position Description

Team Administrative Assistant

The Position: The role of the Team Administrative Assistant is to provide support to the Catholic Religious Australia Secretariat team by undertaking a variety of administrative and communication works in order to ensure that all services provided by CRA is professional, positive, productive and collaborative, serving the mission and vision of CRA.

Responsibilities: The Team Administrative Assistant is accountable to the Director of Communications and Engagement for the following:

Office Support:

- Assist the efficient and smooth day-to-day operation of the CRA national office by:
 - taking responsibility for various communication and administrative tasks and providing support to CRA staff in their administrative tasks
 - answering phone calls and emails to both members and non-members in a timely and professional manner
 - preparing documents, event flyers and PowerPoints, according to the style guide
 - organising meetings, minute-taking, preparing agendas, reports, and meeting papers
 - providing welcoming hospitality and catering
 - maintaining records management including on-going databases maintenance and archives
 - being responsible for the maintenance of multiple office calendars
 - recording office policies and procedures
 - ordering office supplies and equipment
 - attending to other tasks as directed or required from time to time
 - organising travel arrangements

Member Services Support:

- Communication with members using various methods
- Ensure requests from members and their teams are responded to with promptness, courtesy and diligence
- Assist with projects, including events and publications
- Assist with updating information on the website including uploading documents, resizing and uploading images

Events:

- Supporting CRA events, both face-to-face, online and hybrid including communications, administration and hospitality

Key Relationships:

- National Executive Director
- Director of Communications and Engagement
- Staff of CRA
- President and Council of CRA
- Committees of CRA
- Leaders and members of Religious Institutes

Criteria:

- Proven track-record of high-quality administrative support
- High level skills in contemporary computer applications including Microsoft Office suite and databases especially relating to communications
- An understanding of the Catholic Church and CRA
- Alignment with the mission and values of CRA
- Values driven with excellent interpersonal skills
- Excellent organisational skills and the ability to manage multiple priorities and problem solve
- Excellent telephone and diary management skills
- Excellent communication skills and strong member-service and interpersonal skills
- High degree of accuracy and attention to detail
- A personal sense of warmth and welcoming

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