



MARY
AIKENHEAD
MINISTRIES

LOVE JUSTICE COMPASSION HOPE

22 June 2023

CathNews

Role Description - Office Administrator

Mary Aikenhead Ministries (MAM) is a Ministerial Public Juridic Person (PJP) which has stewardship of the social service ministries founded by the Sisters of Charity Australia.

MAM continues the mission of God to love through the healing, teaching and pastoral ministries of Jesus Christ. Inspired by the spirit of Mary Aikenhead, through an energetic stewardship, we respond to the needs of the times in innovative ways, especially for the poor, marginalised and vulnerable.

MAM is seeking to appoint an exceptional Office Administrator who will provide administrative services for the Trustees of Mary Aikenhead Ministries, support the CEO and team members as needed, and co-ordinate the administrative functions of the Mary Aikenhead Ministries Office in Bondi Junction, NSW.

The successful applicant will be able to:

- demonstrate excellence in fulfilling administration duties in a busy office environment;
- embrace and contribute to the mission of the organisation;
- work autonomously yet collaboratively within a team;
- demonstrate superior attention to detail;
- assist with event and travel requirements;
- exhibit superior office 365 suite skills;
- manage multiple priorities and still keep smiling.

Interested applicants may obtain a position description from the MAM office by emailing info@maministries.com.au

Please address your application to: Marita Winters, CEO Mary Aikenhead Ministries, via email: marita.winters@maministries.com.au Applications must include your Resume and a Letter of Application addressing the selection criteria. Applications are to be received by Friday 7 July 2023.