

## **Administration Services Officer – part time**

### **Franciscan Schools Australia**

base office Brisbane, QLD

Employer: Franciscan **Order** of Friars Minor (Province of the Holy Spirit)

**Administrative Assistants; Marketing; Communications** (Administration Support)

**Other** (Education; Religious/ faith-based)

Part time

6 hours per week

\$38.38 per hour + other benefits

### **ABOUT FSA**

#### **VISION**

**Franciscan Schools Australia (FSA)** is focused on building fraternity among schools and providing support to all. As an organisation **FSA** offers formation and charism support, resources, and connection across a network of schools that are linked to the spirituality and charism of Saint Francis of Assisi through their Franciscan foundation, and those school bearing the names of Francis, Clare and Anthony of Padua. It also seeks to foster strong bonds with schools that are drawn to, or been founded on the Franciscan charism and spirituality.

#### **MISSION**

The mission of Franciscan Schools Australia is:

- to enrich Franciscan Spirituality within schools through charism support, resources and connection.
- to enhance Franciscan Spirituality in Primary and Secondary Education in Australia through a network of relationship building.

### **THE ROLE**

#### **Position Responsibilities**

The **FSA Administration Services Officer** is accountable to the **FSA** Animator of Mission and Identity for the following:

##### **Charism support and formation**

- Provide administrative assistance to the work of those implementing and/or delivering staff formation in charism programs across the **FSA** Network. This is operational assistance.
- Provide the design and production expertise of **FSA** publications.
- Assist with developing and implementing effective communications, marketing, socials, small events and website facility infrastructure within the **FSA** Network.
- Provide administrative support, market and monitor the annual cycle of membership payments for member schools.
- Assist the **FSA** National Executive Team with developing, programming and planning the 2023 and 2024 **FSA** events and activities.
- Assist with online opportunities for the **FSA** schools' network to share ideas, information and experiences related to the Franciscan charism and to living the vision, mission and values of **FSA**.

- Assist with online evaluation processes of formation programs and connection circles/meetings.
- Such other related tasks as may from time to time be required of you by the **FSA** Animator of Mission and Identity.

### Resources

- Support the **FSA** National Executive Team with updating the Franciscan Schools Australia website regularly and provide relevant updates.

### CONTACT:

General enquiries can be sent via the **FSA website** or directly to **Fr Stephen Bliss, OFM, National Executive Coordinator – Franciscan Schools Australia** at: [sbliss@franciscans.org.au](mailto:sbliss@franciscans.org.au)

### What FSA offers:

- **Fraternity.** We are one big happy family. We offer an environment where everyone is welcomed, safe, and valued through development, participation, and connection.
- **Flexibility** – manage own hours, work out of a home office with face-to-face team meetings when required.

### What you offer: Selection Criteria and your Core Competencies

- Competency in marketing, socials, communications and web coordination. (Wordpress & MailChimp)
- Expertise in publication design & production. (Canva, InDesign or other)
- Independence and dynamic skills with planning small projects and events.
- Creative thinking, initiative, collaboration, and joy.
- Enthusiasm for working in the education sector and an openness to embracing a faith-based organisation.

### How to Apply: Resume and Cover Letter

- **Step 1:** Review the Position Responsibilities listed above and become familiar with the work of **FSA** by exploring our website.
- **Step 2:** Prepare your candidate application, including your:
  - **resume** (maximum 3 x A4 pages).
  - **cover letter** (maximum 3 x A4 pages) that responds to the 5 x Selection Criteria and Core Competencies listed above
- **Step 3:** Send your candidate application in ONE document to **FSA** National Executive Coordinator, Fr Stephen Bliss, OFM - [sbliss@franciscans.org.au](mailto:sbliss@franciscans.org.au). The **FSA** National Executive Team will consider all applications.

**Applications close: 19-JUN--2023 at 11:00pm AUS Eastern Standard Time**

**Start Date: Immediate or by end of June 2023.**