



Aid to the
Church in Need

ACN AUSTRALIA NEW ZEALAND

PO Box 335 Penrith NSW 2751 AUSTRALIA
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1800 101 201 www.aidtochurch.org

POSITION DESCRIPTION

DIOCESAN OUTREACH ASSISTANT

Independent Contractor (12-Month Term, Renewable)

Coordination Contact: National Outreach Coordinator

Location: Home-based within designated Diocese/region (local travel required)

About Aid to the Church in Need (ACN)

Aid to the Church in Need is an international Catholic charity serving suffering and persecuted Christians around the world through pastoral and practical support.

ACN works closely with parishes across Australia to raise awareness, foster prayer, and invite practical solidarity with the suffering Church.

About the Role

The Diocesan Outreach Assistant partners with ACN to share the stories of persecuted and suffering Christians within local parish communities.

Through short presentations and engagement at weekend Masses, this role helps:

- Raise awareness of the challenges faced by persecuted Christians worldwide
- Encourage prayer and solidarity
- Invite parishioners to support ACN's mission and remain connected through the ACN newsletter

This is flexible, part-time work suited to someone who is comfortable speaking publicly, well organised, and passionate about serving the Church.

Key Responsibilities

- Coordinate with assigned parishes to schedule approximately 12 weekends of Mass presentations per year
- Travel within the designated Diocese or region to deliver scheduled presentations
- Deliver approved ACN presentations at weekend Masses
- Set up and pack down display materials and information tables
- Facilitate supporter sign-ups, donations and devotional item sales
- Submit clear and timely reports following each presentation weekend
- Participate in two in-person training workshops (February & August) and monthly online coordination meetings

Keeping **the Faith** alive

PONTIFICAL
FOUNDATION





Who This Role Would Suit

- A committed and practising Catholic with a heart for the suffering Church
- Comfortable speaking in front of parish communities
- Professional, courteous and able to relate well to clergy and parishioners
- Organised, reliable and able to manage preparation, scheduling and local travel independently
- Physically able to transport, carry and set up presentation materials (including display banners, products for sale and a small table setup)
- Holds a current driver's licence and has reliable access to a vehicle
- Confident using email and basic computer programs
- Holds (or is willing to obtain) a Working with Children Check

This role requires care and integrity in handling donations and personal details.

Contractor Terms & Payment

- Engagement is under an Independent Contractor Agreement (12-month term, renewable).
- A fixed fee of \$900 per completed presentation weekend.
- Superannuation is paid in accordance with applicable legislation.
- This engagement is structured as an Independent Contractor arrangement. An ABN is required; if you do not already have one, ACN can guide you through the simple registration process.
- Contractors are responsible for their own tax obligations.
- ACN provides approved materials, training, formation and ongoing coordination support.

To Apply

Please email your CV and a brief cover letter outlining:

- Your interest in the role
- Relevant experience (paid or voluntary)
- Any additional details that may support your application

Send applications to: cecilia@aidtochurch.org

