



Administration Assistant, 1 day a week

Young Life Australia is a non-denominational Christian charity that mentors and offers stable and caring role models to teenagers and operates in over a dozen urban and rural communities around Australia. Our focus is to build confidence, values and resilience in Australia's young people through significant relationships with adults who model the love of Jesus Christ.

An administrative position has become available at Young Life Armidale. The position requires a well-organised, intuitive and detail-oriented person who is able to adhere to organisational procedures and work effectively with a small team of staff and volunteers.

The employee would be accountable to the Young Life Armidale Area Manager and Area Committee.

To be successful in the role you will need to be confident in an office environment, have a strong Christian faith, a mature outlook, be suitably qualified, and agree with the aims and working principles of Young Life. Training in Young Life Australia's 'Leadership Foundations' will be provided.

Applications close on 17th November 2017 at 5pm and interviews will be conducted the following week. Only short-listed candidates will be contacted. Desired start date is 27th November 2017.

REQUIRED QUALIFICATION & SKILLS

- Good knowledge of Microsoft Excel, Word and Publisher
- Excellent administration and organization skills
- Diligence in financial management
- Attention to detail with good communication & literary skills
- Sound editorial skills
- A proven ability to multi-task & prioritise
- Sound problem solving skills
- Ability to show initiative & work in a team environment
- Courteous and professional phone manner
- Good work ethic and integrity
- Willingness to undertake regular Young Life Foundations Training
- Current unrestricted driver's licence

HIGHLY DESIRABLE

- Qualification in Business Administration (Diploma or higher)
- Background in youth-related Not For Profit Christian mission

Apply now!

Email a letter of application addressing the required and desired skills and also attach a resume. You must be over 18, a permanent resident, and must pass a NSW Working With Children Check as well as a National Police background check. Email your application to: brendan@younglife.org.au with 'Armidale Administrative Assistant' in the subject line.

Please additionally provide character references from two people, with one being from your Pastor/Minister. Remuneration package will be discussed at interview.

Applications close 17th November 2017