



Young Life College Administrator - 2 days per 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 through Young Life Australia. 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 volunteer leaders. The role involves oversight of the operations at the Young Life College and Community Centre as well as providing administrative support for the Young Life New England region. The two day role would ideally be split over four work day mornings.

The employee would be accountable to the Young Life National Office, YL College Committee, Regional 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 Friday 19th January 2018 at 5pm and interviews will be conducted between the 25th and 26th February 2018. Only short-listed candidates will be contacted. Desired start date is 29th January 2018.

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
- Ability to coordinate maintenance & small renovation projects

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' as well as a national Police background check. Email your application to: brendan@younglife.org.au with 'YL College Administrator' in the subject line.

Character references from two people and at least one reference from a church minister are required. Remuneration package will be discussed at interview.

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