

POSITION VACANT:



Database and Office Administrator – 2 days per week

Job Description:

Young Life Australia seeks an enthusiastic and organised Database and Office Administrator for 2 days per week to work with the team in the national office in Ryde.

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

Young Life Australia has a dynamic and unique ministry model based on a relational approach to young people outside the usual reach of the local church. Young Life is seeking a person who embraces Young Life Australia's values and mission purpose to work within the national office.

About the role

Reporting to the Chief Operations Officer, the Database and Office Administrator will be responsible for ensuring our donors are supported and valued. Your role is a critical position to maintain database performance and hygiene as well as providing general office support.

You will be responsible for maintaining and supporting donor database performance producing segmented queries for digital and print campaigns, producing regular financial and ad hoc reports for tracking campaigns and other key donor activity and some data gift processing.

You will contribute to the work of the communications department to produce excellent communications, assisting in building relationships, supporting regular donor communications (digital and print), fundraising and donor care events and listing events on Young Life's webpage.

If you want to work in a positive energetic team and have the desire to make a difference to young people around Australia then this might be the role for you. Ideally, we are seeking someone who focuses on quality outcomes, drives for solutions, demonstrates personal excellence and is passionate about making a difference in the world of young people.

This is a unique opportunity to work for a respected national charity, and within a team who are incredibly passionate about the work they do and for the communities we are supporting.

Skills and experience

To be successful:

- Minimum two years' experience using ideally eTapestry or similar, or as a database administration officer in a similar environment
- High attention to detail
- Able to analytically look at data reports and identify improvements
- Works collaboratively in a team environment
- Good skills in managing spreadsheets and data
- Capacity to liaise with mail and merchandise vendors
- General office administration skills
- Experience in Office365 would be an advantage

Apply for this job:

Send a resume with a separate letter addressing the Required Skills using examples from your work, volunteering, training and education demonstrating how you meet the required criteria.

In your application you must also comment on how your goals align with Young Life Australia's Statement of Mission Purpose. Two references need to be provided with names & contact details including one from your church minister or ministry team leader.

Remuneration package will be discussed at interview.

Applications close 5.00pm, Monday 22nd October 2018.

More Information?

Contact Llew Morris for more information about Young Life Australia and this position based in Ryde.

P: 02 9877 5144 E: operations@younglife.org.au

NOTE: It is your duty to advise Young Life Australia of any pre-existing medical or psychological condition and/or personal situation, which could impact on your ability to carry out the employment for which you are applying.