



Database & Office Administrator – Maternity Leave Position

Data and Office Administration - 6 Month Maternity Leave position available for 2 days per week at our head office based in Ryde.

Are you called to make a difference in the lives of young people? Help support a team that works on the frontline of children youth outreach.

Young Life Australia is a non-denominational Christian charity that mentors and offers stable, caring role models to young people. Young Life aims to be a leading organisation for positively impacting children and youth, with a resultant positive transformation to the wider community.

Young Life Australia seeks an enthusiastic and organised database and office administrator team player to work within a small team and to be responsible for the following:

- Administration of our donors' database, including maintaining the accuracy of the data
- Segmenting and reporting on various campaigns
- Supporting internal and external communications (appeals, news and newsletters) in hardcopy and email
- Support and administration for major events
- Manage merchandise, office supplies, inventory etc.
- Data-entry and processing

Following skills are required for the position:

- High level of understanding of relational databases
- Very high accuracy level and attention to detail
- High level of proficiency in Excel

Please email your letter of application including your resume to office@younglife.org.au

Please additionally provide character references from at least two people, with one being from your Pastor/Minister.

Only Australian citizens and permanent residents will be considered.

Only short listed candidates will be contacted. Applications close **11 May 2021 at 5.00 pm**.