



Personal Assistant/Ops Manager

- Part time (0.8FTE) position

Us: Seeds Uniting Church is a mature church with three campuses (Aberfoyle Park, Kurralta Park and an Online Campus) in the south of Adelaide. The church offers a variety of community programs through its congregation. The church has a strong community presence and is supported by a large number of committed people, including paid pastoral and administrative staff and a network of volunteers in leadership and support roles.

We are seeking a Personal Assistant/Ops Manager to assist the Senior Pastor with high level administration as well as to provide oversight for the Church front office staff and operations.

The role has four main areas of focus:

- Personal Assistant to the Senior Pastor.
- Event Coordination
- Communication and Information Flow
- Operations

Skills you will need:

- A Christian committed to Jesus Christ with a strong desire to see children and their families become disciples of Jesus Christ
- Strong Administrative skills
- A capacity to work and communicate effectively at all levels and as part of a team
- Excellent interpersonal skills
- Strong Event Management Skills
- Experience with Social Media and Website management

Applications Close:

5pm Wednesday 12th January 2023

Enquiries to:

For a copy of the Job Description please visit our website welcome.seedchurch.org

To apply:

Please send a letter of application addressing the criteria found on page 2 and 3 of the Job Description, along with a copy of your Resume and contact details for two referees to business@seedchurch.org