



# St. Andrew's Springfield

## **Parish Administrative Assistant**

Part-time, 7.5 hours per week

St. Andrew's Anglican Church, is a growing, lively evangelical congregation that loves Jesus and is home to a diverse range of people of all ages and backgrounds.

Visit: <https://www.standrewsspringfield.org.au/>

The role involves working closely with the Parish Administrator to support the mission and ministry of the church through the efficient management of databases, planning tools and operational procedures.

We seek applicants from any Christian denomination, who possess the following gifts and attributes:

- Is a passionate, growing disciple of Jesus.
- Highly organised, proactive and competent in the use of Microsoft Office.
- Adaptable and willing to learn new systems.
- Is looking for a long-term role, with opportunity for growth and development.

For a confidential conversation about this role, please call Rev. Charlie Lacey on the number below.

To request a detailed position description please email [office@standrewsspringfield.org.au](mailto:office@standrewsspringfield.org.au)

Applications will need to include a CV and covering letter explaining what drew you to the role. References will be required should you advance to an interview stage.