



Administration Assistant to the National Director

Sydney CBD | Full-time

Start your career in administration while making a meaningful contribution

Are you organised, eager to learn and looking for an opportunity to begin your career in administration?

Bush Church Aid is looking for an enthusiastic **Administration Assistant to support our National Director** and help keep the National Director's Office running smoothly.

This is a **full-time, entry-level position based in our National Office in Wynyard, Sydney.**

Previous administration experience is welcome, but **it isn't essential**. We are looking for someone with the right attitude, strong communication and organisational skills, good judgement, and a willingness to learn. Comprehensive training will be provided.

About Bush Church Aid

Founded in 1919, Bush Church Aid is a Christian missionary organisation working alongside the Anglican Church and other Christian ministry organisations to provide gospel ministry across Australia.

We have a heart for people living in remote, rural and regional communities. Our vision is to see **every person in the bush have every chance to know Jesus**. We do this by *going the distance to share Jesus in the bush*.

About the role

Working for the National Director to provide practical day-to-day administrative support and assist with a broad range of activities across the National Office.

It is a great opportunity to build your administration skills while gaining experience across correspondence, diary management, meetings, travel, records, databases, events and projects.

Your responsibilities will include:

- Managing and responding to correspondence, including emails, letters and phone enquiries
- Helping coordinate the National Director's diary, appointments, meetings and travel
- Maintaining and organising office files, records and documents
- Supporting Board and stakeholder meetings
- Coordinating event logistics as necessary
- Assisting the National Director with projects and other day-to-day administrative tasks

The Bush Church Aid Society of Australia

ABN 92 000 042 606 | ACN 000 042 606

bushchurchaid.com.au

*Going the Distance
to share Jesus in the bush*



About you

You don't need to arrive with years of administration experience. What matters most is that you are willing to learn and can bring care, initiative and attention to your work.

You will ideally have:

- Excellent written and verbal communication skills
- Strong attention to detail
- Good organisational and time-management skills
- The ability to prioritise and manage several tasks at once
- The ability to relate well to a diverse range of people and situations
- Good judgement and the ability to maintain confidentiality
- Initiative and a willingness to keep learning
- The ability to work both independently and as part of a team
- Familiarity with Microsoft Office applications such as Word, Outlook, OneNote and Teams.

As part of BCA's commitment to safeguarding, the successful applicant will be required to provide a current **Working with Children Check and police check**, complete a **Confidential Lifestyle Questionnaire**, and comply with BCA's safeguarding and child protection requirements.

How to apply

If you are looking for an opportunity to begin your administration career, develop practical skills and contribute to the work of a Christian mission organisation serving rural, regional and remote Australia, we would love to hear from you.

Please send:

- A brief cover letter
- Your CV
- Details of three referees, including one referee who is your church minister or pastor

to national.director@bushchurchaid.com.au.

Applications will remain open until a suitable candidate is found.

For further information, please call **02 9262 5017**.

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