

**Lutheran Church of Australia
Position Description**

**Position title: Local Mission Administration Officer**

**Line Manager: Executive Officer – Local Mission**

**LCA/District department: Local Mission Executive Office and Communications dept**

**Classification: Clerical (negotiable, based on experience)**

**FTE: 1.0FTE (0.8 FTE for Local Mission + 0.2FTE for Communications)**

**Employment period: January 2022 to 31 December 2024**

**Location: LCA National Office, 197 Archer Street, North Adelaide**

**Objective of position**

This position

* Supports the efficient administration of the Local Mission Executive Office;
* Provides high level administrative assistance across the Local Mission departments;
* Provides administrative support including database and website updating for the LCA Communications department; and
* Ensures high standards of service to the membership of the Lutheran Church of Australia and New Zealand (LCANZ).

**Primary responsibilities**

This position

* Responds to correspondence and enquiries, including the preparation and distribution of electronic communication, as delegated by the Executive Officer-Local Mission (EO-LM)
* Liaises and coordinates with other LCANZ departments and agencies, as directed by the EO-LM
* Manages record-keeping and maintenance of databases
* Organises travel, meetings, training events and other activities as required
* Supports accounts processing, including preparation and submission of credit card reconciliations to the LCANZ Business Office
* Supports Local Mission presence at conventions and other public forums including coordinating materials and presentations for promotion events
* Organises the publishing of new resources in various media formats, in consultation with LCA Communications
* Provides secretarial support to the Council for Local Mission and its advisory committees
* Manages the subscriber database for the LCA’s churchwide magazine
* Updates LCANZ agency websites and performs routine administrative functions for the Communications department

**Duties of Position**

This position:

* Provides executive support services which may include the following: maintaining executive diary; attending executive/organisational meetings and taking minutes; establishing and/or maintaining filing systems for executive; and answering executive correspondence
* Ensures all documentation is available on the LCANZ SharePoint system
* Organises travel and accommodation for LCA Local Mission staff, council and committee members, and others as agreed, and reimbursements for expenses
* Helps to prepare for meetings and training events, including liaison with participants, registration of attendees and organisation of catering, venues and other logistical requirements
* Acts as minute secretary for Council for Local Mission meetings and the meetings of the Local Mission committees and facilitates implementation of action items along with assisting meeting set up and distributing meeting documents
* Updates and maintains databases
* Provides reports for management as required
* Provides administrative assistance to the departments of Local Mission as required
* Undertakes other duties as determined by the EO-LM and the Communications Manager from time to time

**Required qualifications, skills and qualities**

* High level keyboard skills including the use of Microsoft Word, Excel and Outlook
* Demonstrated experience in office administration
* Excellent planning and organisational skills
* Excellent written and oral communication skills
* Excellent attention to detail
* High level inter-personal qualities
* Ability to work unsupervised and demonstrate initiative

**Desired qualifications, skills and qualities**

* Experience using an intranet system (preferably SharePoint)
* Experience using a donor database and an event management system
* Experience in using an email marketing platform (Campaign Monitor or Mailchimp)
* Experience in website content management systems (preferably WordPress)
* Post-secondary qualifications in office administration (e.g., Diploma of Front-line Management or equivalent)

**General terms of appointment**

* Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia
* Agree to abide by all LCANZ and employer policies and comply with procedures as applicable
* Observe and comply with the LCANZ Work Health Safety & Welfare policies and procedures
* After a three-month initial probationary period, a position review will be conducted annually