**Position Description**

Position Title:                Parish Coordinator

Location:                        St Augustine’s Catholic Church, Melbourne

Employment Status:  Permanent Part time / 20hrs across 4 days per week

Reports to:                    Parish Priest

**Position Purpose**

The primary purpose for the Parish Coordinator is to oversee the effective and accurate management of records and administrative services provided by the parish, to be the welcoming point of contact with visitors who seek a quiet space and a place of acceptance when they visit this charming 1867 bluestone church.

As a city church the mission of the church is to be the welcoming face of Jesus especially towards people experiencing social isolation and overseas students and workers living in the Melbourne CBD.

The parish attracts several groups who use the church facilities for both religious prayer / formation and social endeavours. Due to the closeness of Southern Cross station and tram services the parishioner base consists of people who either live in the CBD / Docklands or who live outside the parish boundary and who travel into the city.

**Key Accountabilities**

* Front office – welcome all visitors and provide assistance
* Responsive to telephone, email queries and incoming Parish visitors
* Coordinate requests for church and hall bookings
* Manage building and site security via CCTV
* Oversee building maintenance requirements
* Overseeing the ordering, accepting delivery of goods and services required for parish mission.
* Managing and collaborating with the Parish Priest and volunteer parishioners with their various outreach ministries.
* General office tasks associated with church: rosters, bookkeeping entry, payment of account
* Managing social media, creating content for website and other platforms.
* Other tasks as directed by the Parish Priest

**Skills For Success**

·      Confident working knowledge of all Microsoft Office products

·      Values driven and well-motivated to work for the Church

·      A compassionate understanding and approach with people living with mental health issues, and who seek solace within the parish boundaries

·      A ‘customer’ focus person who is gentle, yet with healthy and confident boundaries

·      Ability to ask for assistance

**Personal Attributes**

·      A welcoming ‘can do’ attitude

·      Ability to see what needs to be done and proactively address potential solutions

·      Ability to develop positive and collaborative relationships

·      A high level of integrity, honesty and confidentiality

·      Life experience that appreciates people’s struggles

·      A sense of humour, with the ability to laugh at oneself!

**Other Requirements**

·      Valid Working with Children Check

·      Valid Police Check

·      Valid Driver Licence

**Other Considerations**

·      Carparking on site available

·      Various levels of security that provide a safe working environment

·      Timely responsiveness by VICPOL in responding to duress activation