

CMS Executive Assistant (part-time)

The Church Missionary Society – Queensland with Northern NSW (CMS-QNNSW) branch exists to see local churches committed to global mission through fervent prayer, active engagement, generous support and readiness to set apart cross-cultural gospel workers. The Executive Assistant will work closely with a small branch team, friendly members and mission personnel. Under the direction of the General Secretary you will:

1. Facilitate the enquiry and application process for sending long-term missionaries and short term workers; and
2. Provide executive support to the General Secretary and Business Manager.

Reports to	CMS-QNNSW General Secretary	Key relationships	CMS-QNNSW branch team
Direct Reports	Nil	Hours & Location	This is a permanent part-time position based in Brisbane – 32 hours/week.
Commencement Date	End of July 2019		

Essential Skills & Experience

- High level of proficiency with technology and previous experience working in a paperless environment.
- Previous experience working with CRM databases.
- Thorough knowledge and skills in the Microsoft Suite, particularly; Word & Outlook. Office365, SharePoint and OneNote experience is desirable.
- Excellent written and verbal communication skills.
- Ability to work independently and/or with minimal supervision within a small team environment.
- A high level of confidentiality, trust and reliability along with business and governance intelligence and a genuine passion to be a proficient assistant.
- Hold to the CMS vision and principles, Safe Ministry criteria and Code of Conduct. Hold a current QLD Blue Card.

Responsibilities

1) Executive Support

- Manage the schedule of Council and Committee meetings. Distribute notices of meetings, agendas and papers in a professional manner and within agreed timeframes.
- Take minutes of meetings and coordinate the execution of resolutions in a timely manner. This involves 5 Saturday meetings and 6 Thursday evenings each year.*
- Efficiently maintain and update files for Branch policies and other meeting documentation.
- Arrange appointments for the General Secretary.
- Support the General Secretary & Business Manager with appropriate projects and administrative tasks.

2) Missionary/Short Term Worker (STW) Enquirers & Candidates

- Under the direction of the General Secretary respond to missionary/STW enquirers and manage the application process for missionary/STW candidates.

3) Events

- Work with the Branch team to plan and execute a range of branch events
- Attend Summer School and other occasional afterhours events.*

4) Office Administration

- Oversee secure communications with branch missionaries working in insecure locations.
- Oversight of the QLD team calendar and inbox.
- Manage office supplies including kitchen, printer, toilets, office.
- Oversight of the kitchen, ensuring the team works to keep it clean and tidy.

Applications close midnight 7 June 2019

*All additional time worked outside of standard business hours for council/committee meetings and events will be rewarded with compensatory Time in Lieu.