



St Alban's &
Augustine's
MERRI-BEK

Part time Office Administrator (15 hours a week)

St A's Merri-bek a growing Jesus-focused Anglican Church in Coburg is looking to hire a part time office administrator to support and enable mission, ministry and growth.

The role is to support the Vicar, Children & Youth ministry staff and Parish Council with administrative and compliance tasks such as Safe Ministry, as well as being the front face of the church managing public enquiries. The role requires strong computer skills and the ability to work with a range of online programs and websites, experience with Elvanto, Xero and/or Canva is an advantage. The role would suit someone organised with good people skills and the ability to be flexible.

We would be looking for the right candidate to start in December 2024.

For more information or to apply contact the Vicar Rev Angela Cook, angela@stasmerri-bek.org.au or call 0417676584.