



Administration Assistant – Chapter Planning Committee

Employment type: Fixed Term Contract (June 2022 – August 2023)

Location: Glebe NSW, flexible working available

The Opportunity

The Sisters of the Good Samaritan are seeking an experienced administrative assistant for this fast paced and diverse project based role.

Key Responsibilities

- A variety of administrative support functions including diary management, travel arrangements, communications
- Coordination of events
- Coordination of meetings (in person and via zoom) including preparing agendas and minutes
- Preparation of correspondence such as newsletters, announcements and notices

The Organisation

The Sisters of the Good Samaritan of the Order of St Benedict (Sisters) are a group of religious women within the Catholic Church. Founded in 1857 as the first religious Congregation in Australia, we are committed to assisting the most vulnerable, to being of service to others and to a communal way of life. Our work in responding to the call to be neighbour in different ways, times and places continues to this day, fulfilling our vision to be missionary disciples here in Australia, Kiribati, the Philippines and Japan.

Our neighbour might be an impoverished child from a squatter village in the Philippines, a prisoner in Melbourne, a child at school, a refugee family, a single Mum at risk of homelessness or a woman escaping a home afflicted by family violence. Today, the Sisters of the Good Samaritan ministry of “being neighbour” stretches across Australia, the Philippines, Kiribati and Japan.

The spirituality of the Sisters of the Good Samaritan is one that is Gospel-based, offers practical compassion for those in need and is imbued with a wisdom for the real and complex issues of today.

About You

The role requires someone who has at least 2 years experience in an administrative or events coordination role.

Ideally you will also have

- Advanced skills in Microsoft suite of programs
- Excellent written and verbal communication skills
- Attention to detail

- Highly organised
- Self motivated, proactive and able to work independently to achieve deadlines
- Able to work as a member of a team
- Provide proof of current vaccination against COVID-19

Safe Work Environment & Child Safety

The Sisters of the Good Samaritan create safe environments for the care and protection of children and adults at risk. As a child safe organisation, we prioritise the principles of safeguarding at all levels of our Congregation's life and mission. We have a zero-tolerance approach to all forms of abuse and neglect.

Application

If you would like to apply for this position, please include:

- Cover Letter
- Application addressing the Essential Criteria of no more than 3 pages
- Resume that details relevant qualifications and experience

Please submit your application by **Friday 17 June, 2022** and any enquiries about this role to: hr@goodsams.org.au