



Sisters of the Good Samaritan

of the Order of St Benedict

**Administration Assistant  
Sisters of the Good Samaritan  
Glebe, NSW**

The Sisters of the Good Samaritan are seeking to employ an experienced Administration Assistant to offer support to the Spirituality and Mission Animation Leader in a part time role based at Glebe (10 hours p/w).

**About the Organisation**

When Archbishop John Bede Polding founded the Sisters of the Good Samaritan in 1857, he chose this name because he firmly believed that their work was about being neighbour to the poor and destitute women and children of Sydney. For over 160 years the Sisters of the Good Samaritan have been inspired by a simple yet powerful story, the Parable of the Good Samaritan (Luke 10:25-37.) They take as a living instruction Jesus' command to go and 'be neighbour' to those most in need.

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. The Sisters reach out to help wherever they can.

The Sisters of the Good Samaritan draw further inspiration from the Rule of Benedict, a spiritual treasure dating from the sixth century. Though originally written for a group of monks, the Rule contains lessons for all contemporary people; lessons about mercy and humility, about hospitality, caring and welcome. The Rule is intended for those who seek peace. It speaks about acceptance, compassion and commitment to prayer and work.

**Primary Purpose of the Role**

The Administrative Assistant will undertake a full range of administrative support functions to provide support and coordination for the Spirituality and Mission Animation function.

**Key Responsibilities**

- Administrative support for Spirituality and Mission Animation Leader
- Coordination of Formation events
- Support in the development of resources, including desktop publishing
- Maintenance and update of Spirituality and Mission Animation website
- Administrative support for annual Congregational events
- Coordination of the monthly staff meeting including preparing the agenda and minutes

## **Essential Requirements**

- Appreciation for, and demonstrated alignment with, the life and mission, spirituality and ethos of the Sisters of the Good Samaritan
- Understanding of, and respect for, the teachings of the Catholic Church
- Advanced skills in Microsoft suite of programs
- Sound experience with Adobe Creative Cloud or equivalent desktop publishing application
- Experience in producing marketing collaterals such as flyers, cards, handouts, invitations
- Courteous, professional, and effective communication and liaison skills with both internal and external stakeholders at all levels
- 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

## **Desirable Requirements**

- Prior experience in working with a Not for Profit or faith based organisation
- Experience using WordPress

## **Child Safety**

***'The Congregation of Sisters of the Good Samaritan is committed to the safeguarding and wellbeing of all children we come into contact with across the environments in which we work. 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.'***

The successful applicants must be willing to undertake a National Criminal History Check.

## **Application**

If you are interested in applying for this position please submit an application of no more than 3 pages including a cover letter addressing the essential criteria and a resume detailing relevant qualifications and experience.

**Applications can be submitted to: [hr@goodsams.org.au](mailto:hr@goodsams.org.au)**

**Please direct enquiries about this role to: [hr@goodsams.org.au](mailto:hr@goodsams.org.au)**

**Applications close Friday, 22 January, 2021.**