



# Wyndham Hobsons Bay Lutheran Church

**St. Philips Congregation - Tarneit**  
**Martin Luther Congregation - Altona North**

## Administration Assistant Position

Wyndham Hobsons Bay Lutheran Church (WHBLC) is seeking to employ an Administration Assistant for 0.2FTE (8hours) over a minimum of 2 days. This flexible role can be conducted over additional days and will be a hybrid mode of onsite or work from home. It will begin on a 12 month fixed term contract, with the possibility of being extended.

The Administration Assistant will be the first point of contact for people engaging with WHBLC and will provide administrative support to our Pastor and the various activities of the congregation.

The successful applicant will:

- Uphold the values and teachings of the Lutheran Church of Australia and New Zealand
- Hold a valid Working With Children Check (WWCC)
- Assist the Pastor with administration responsibilities
- Work productively with other congregational leaders and volunteers to facilitate effective church operation
- Ability to work independently, often unsupervised, and a willingness to be flexible and adaptable

For a full position description please email WHBLC Secretary,  
[secretary@whblc.org.au](mailto:secretary@whblc.org.au)

Applications with two references (one from your Pastor) are to be sent to WHBLC Secretary, [secretary@whblc.org.au](mailto:secretary@whblc.org.au) by 5pm on Wednesday, 10 July 2024.

**TO GROW IN GOD'S LOVE AND REACH OUT SO THAT ALL MAY KNOW JESUS**