



Media and Administration Officer

(Part Time – 20 hours per week)

An exciting opportunity exists to join Good Shepherd's staff team as a Media and Administration Officer. This role supports the mission of the congregation by maintaining Good Shepherd communications digital presence, and front office environment.

The successful applicant will be a committed and active Christian with excellent communication skills across various platforms, the ability to work in a team, and experience in a front office environment.

Remuneration and conditions for this position will be discussed with the successful applicant based on Clerks - Private Sector Award 2020. This will be a contracted position with the option of permanency after a three-month trial period.

A position description and further information is available on request from the Office churchenquiries@paravista.org.au or phone 08 8263 5087

All applications are to be:

- written addressing the Position/Person Description and including the contact details of three referees (two professional and one pastoral),
- marked "confidential",
- and sent to:
Congregational Manager, PO Box 306, Modbury North, SA 5092
or emailed to stephen.zanker@paravista.org.au

Applications close 3pm, Tuesday 19th April 2022