

Office Administrator (Full Time)

Job Advertisement

About Us

The Bridge Church is a growing Sydney based evangelical Anglican church of ten congregations meeting in three locations across Kirribilli, Neutral Bay and Macquarie Park.

Our mission is to make mature disciples of Christ who will innovatively take the Gospel to our neighbourhood, our networks and the nations.

Our vision is to aspire to be a NETWORK of diverse communities of disciples living for Jesus and loving like Jesus.

The Opportunity

We are looking for a suitably qualified office administrator to join our team here at The Bridge Church.

This person will have excellent communication skills, a passion for organisation within a multi-site office structure and experience in event coordination. Working alongside the ministry team, you will be the first point of contact for our church, provide executive support for the Senior Minister and keep our regular gatherings, programs and offices resourced. There will also be opportunity for involvement in event management.

This is a full-time role, reporting to the Operations Director. Remuneration will be based on experience and qualifications.

Role Purpose

- Provide initial point of contact for all enquiries
- Office support and administration
- Executive assistance for Senior Pastor
- Assistance in HR and event coordination
- Support to governance team in property and finance administration

Key Responsibilities

- Management of resources at each location, including logistics between sites
- Organisation of occasion events and logistics support for other ministry events
- Administration of regular property maintenance and repairs
- Financial and HR support

- Executive assistance and diary management
- Assistance in database management and reporting
- Administration and liaison with governance team members
- Operational readiness for office and church buildings

Conviction, Qualifications and Experience

- A person of Christian Character with demonstrated commitment to Reformed Evangelical Christian values.
- A passionate love for both Christ and his church, and a life that demonstrates this
- A servant heart that is willing to commit to the mission and direction of The Bridge Church
- Adaptable and teachable, with an ability to work both with and under authority, in the context of our ministry team and under the leadership of the Senior Minister

Skills and Capabilities

- Proven ability to prioritise, manage multiple stakeholders and problem solve
- Excellent organizational skills
- The ability to work independently and as a team member
- The ability to work a flexible schedule
- A willingness to learn, grow, and adjust as the job may require
- Drivers licence required
- A passion and enthusiasm to work with volunteers and help them succeed
- Competency with Google Suite, Asana, Xero, Microsoft Office products
- Experience with church management software

Please send your CV and a cover letter to pip.streeter@thebridgechurch.org.au

Visit thebridgechurch.org.au for further information on the church.