



VIRTUAL CHURCH ASSIST

ADMIN CONTRACTOR **EMPLOYMENT INFO**

Thanks for your interest in joining our admin team here at VCA!

We are looking for self-motivated, passionate, and gifted administrative assistants who can be flexible throughout the week while also placing a high value on doing what it takes to get the work done.

All of our administrative assistants begin as contractors. This means you will need to have an ABN and will invoice for your work done on a monthly basis. Our hourly rates are set on a pay scale that is based on previous experience as well as how long you have been working at VCA. Rates for 2026 begin at Level 1 \$27.25/hour (up to Level 7) and are reviewed and raised annually. Superannuation is paid quarterly.

We ask that you start with a minimum of 12 hours/week across multiple days and encourage you to take on as much as you like from there. You may like to work with multiple clients on a weekly basis and choose whether to take on short term contracts and/or cover for others on the team who may be on leave.

We ask that you use your own computer and internet from wherever you may like to work and will provide all the software you will need.

Our team meets in person in Sydney twice per year, once mid-year for a day, and again for an end of year celebration and Christmas lunch/dinner.

We also meet online once a month and seek to create a fun team culture, even as we work remotely in our homes across Australia. Our hope is to create a really positive working environment that can be flexible to suit your life and other priorities.

We love what we do! We love to serve God's kingdom by supporting churches and ministries to grow across Australia. We are thrilled you are considering joining our team. Please don't hesitate to contact us for further information.

Samantha Jensen

VCA Director

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