



VCA ADMIN ASSISTANTS ROLE DESCRIPTION

We are look for people who:

- are committed Christians,
- are self-motivated, passionate, and gifted administrative assistants,
- can work a minimum of 8 hours/week,
- have experience with church administration,
- have a desire to use their gifts for the growth of God's kingdom!

Minimum requirements:

- Your own computer and internet access
- Proficient in Microsoft Office Suite
- Experience with at least one church online database e.g. Elvanto, Planning Centre, Church Community Builder
- Experience with online file sharing software such as Google Drive or OneDrive
- Experience in an administrative role (in any capacity, church or otherwise)
- An ABN (very easy to get if you don't have one!)

Other desirable skills and experience:

- Canva
- Propresenter or Proclaim
- Social media management - including planning, scheduling and content creation
- experience in a Personal Assistant role

Our hope is to create a really positive work environment that can be flexible to suit your life and other priorities.

We love to serve God's kingdom by supporting churches and ministries to grow across Australia. We hope you will consider joining our team. Don't hesitate to contact us for further information, or head straight to www.virtualchurchassist.com/work-with-us to apply.

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