



VCA Admin Assistants Selection Criteria

This document outlines the essential qualifications, skills, and experience required for a Virtual Church Administrator. The ideal administrator will possess a strong blend of administrative expertise, technical proficiency, and a commitment to being Christ-centred, passionate, excellent and efficient in all they do for the glory of God.

Essential Qualifications

- Experience:
 - Committed Christian attending a local church.
 - Minimum 3-5 years of administrative experience, preferably in a church or ministry setting.
- Conditions:
 - Able to work a minimum of 12 hours a week (across at least 3 days).
 - Own computer and internet access.
 - ABN (very easy to get if you don't have one!)
 - A desire to use gifts for the growth of God's kingdom!

Core Competencies

- Organisational Skills:
 - Exceptional ability to manage multiple tasks, prioritise effectively, and meet deadlines.
 - Strong attention to detail in record-keeping, scheduling, and communication.
- Communication Skills:
 - Excellent written and verbal communication skills, with the ability to articulate information clearly and professionally to diverse audiences.
- Technical Proficiency:
 - Excellent knowledge of Google Workspace (Docs, Sheets, Calendar, Drive, Forms) and/or Microsoft Office Suite (Word, Excel, Outlook).
 - Proficiency with church management software (e.g., Elvanto, ChurchSuite, Planning Center, Church Community Builder) and virtual meeting platforms (e.g., Zoom, Google Meet).
 - Familiarity with website content management systems (CMS) and social media platforms.
 - Experience with online file sharing software such as Google Drive and/or OneDrive.
- Proactiveness and Self-Motivation:
 - Ability to work independently and take initiative without constant supervision.
 - Demonstrated problem-solving skills and a proactive approach to identifying and addressing administrative needs.
- Confidentiality and Discretion:
 - Proven ability to handle sensitive information with the utmost discretion and maintain strict confidentiality.

Desirable Attributes

- Adaptability:
 - Flexibility to adapt to changing priorities and learn new technologies as needed.
 - Comfortable with evolving virtual work processes and tools.
- Team Collaboration:
 - Ability to collaborate effectively with a remote team, fostering a positive and supportive virtual work environment.

Interested candidates are invited to submit the following documents:

- A detailed resume outlining relevant experience and qualifications.
- A cover letter addressing each of the selection criteria.
- Contact information for two professional references.