



Employment Opportunity

Administration Support

Providence City is a lively and growing church of people working together to give the people of Perth a fighting chance to know Jesus. We are evangelical in theology, missional in orientation, and joyful in our knowledge of God. It's to this mission that we seek to welcome someone with suitable skills and attributes to the staff team.

This role would suit a person who loves to get alongside and support others. Someone who likes to make sure things are completed, on time and done well and has excellent written communication and editing skills.

This role is the first point of contact for email communication and the successful applicant will respond to anyone who reaches out to us. There is a significant communications component to this role and also includes the position of City Safe Ministry Administrator.

The role is for 24 hours/0.6 FTE per week. One day per week is covering a maternity leave position until the end of November 2023. The salary package of \$43596 for 0.6 FTE includes a phone & internet allowance, and superannuation. The working location could vary, but one day per week may be in Perth City. The position would suit someone wanting to work school hours or a part-time student.

Applications including a cover letter outlining your skills and experience and a resume should be emailed to jobs@providencechurch.org.au. Applications will continue to be received up until January 10 2023 unless a successful applicant is found before this date. The commencement date is negotiable, but the role is expected to commence between mid-January to early-February 2023.

For more information or to express your interest in the role, please call Bonnie Hunt on 0430 464 852.

