

EDUCATION ADMINISTRATION OFFICER



Anglican Diocese
of Adelaide



- ☐ **Provide administrative support for St Barnabas College and Synod Office**
- ☐ **Join an organisation with a supportive and great working culture**
- ☐ **Full time permanent opportunity**

The Anglican Diocese of Adelaide is comprised of over 75 worship centres across 59 parishes and is one of 23 dioceses that constitute the Anglican Church of Australia.

Due to an internal promotion within the Anglican Diocese, the position of Education Administration Officer role has become available. An integral position, which will provide support to the Academic Registrar of St Barnabas College and the Ministry Wellbeing Coordinator in the Synod Office.

This administrative role will assist in providing marketing and promotional material for upcoming events, coordinate identified training programs, book training venues along with operating audio/visual/IT equipment for online training programs, events and data management. Using your creative mindset and social media skills you will engage with the Anglican communities. Through online and social media platforms you will promote programs, events and update the College website.

To be successful in this role you must have qualifications or experience in media, communications, marketing or equivalent along with demonstrated professional experience providing organisational and administrative support in an adult learning environment. No day is the same in this role and you must be adaptable, able to juggle competing demands, have initiative and a hands-on approach. You will be proficient in MS Office and updating CRM systems. Customer centricity, strong communication and interpersonal skills are essential to effectively fulfil the requirements of this role. Experience in Salesforce would be an advantage.

Ideally you will have a background of active participation in the Anglican Church or a church of similar ethos.

Confidential enquiries can be made to Jedda Gito at Morton Philips on 08 8210 8510. Applications are welcome through Seek.