

**Diocesan Administrative Assistant**  
**Part-time 3 days per week | Brisbane | Supporting Dioceses in QLD**

- Part-time (3dpw or 22.5 hours per week) based in Brisbane.
- Become a member of an experienced and dynamic team.
- Make a significant impact by engaging people in this inspiring work.

**ABOUT THE ROLE**

Reporting to the Province Director Queensland (PD-QLD), this position requires someone who has a passion for making a difference, by assisting the Brisbane team and larger QLD team with administrative support. The role would ideally suit a person who is used to working in a team environment (of six) in an administrative capacity.

**ABOUT THE ORGANISATION**

Catholic Mission (CM) is the Pope's international mission agency in Australia. We partner with communities, helping them to flourish by supporting grassroots projects, including healthcare, education, and faith formation, and being an active voice for human rights.

**ABOUT YOU**

**Essential Knowledge**

- Demonstrated understanding of, and commitment to, Catholic principles, values and global mission.
- Knowledge and understanding of relationship-based fundraising.
- Knowledge of Customer Relationship Management (CRM) databases, ideally Salesforce.

**Essential Experience**

- 1-2 years experience in an office administration role.

**Essential Skills**

- Excellent communication skills: written, verbal and active listening.
- Ability to work calmly under pressure.
- Excellent organisational and time-management skills.
- High level of competency in use of computer applications, such as MS-suite of products (Word, Excel and Powerpoint) and use of email.

**Characteristics**

- Enthusiastic, resilient, adaptable, patient, tenacious, energetic, resourceful, pragmatic and pastoral.
- Team player with the ability to collaborate with others.
- Learning mindset.
- Self-motivated and works autonomously, using initiative when required, with a disciplined and determined approach.

**Work Eligibility**

- All applicants must be eligible to work within Australia.

**AS A PART OF THE TEAM...**

- You will have the opportunity to be mentored by and work collaboratively with experienced managers.
- You will have manager support with 1:1 meetings and team meetings.
- You will get to participate in professional development and networking opportunities.
- You will have access to flexible working arrangements with hybrid office/WFH options.
- You will enjoy a caring and supportive environment.
- You will be gifted leave (over Christmas and New Year).
- You will have access to the Employee Assistance Program (EAP).

**NEXT STEPS**

For a position description, please refer to: <http://www.catholicmission.org.au/about-us/work-with-us>.

For a peek into CM and its work, please refer to: <https://youtu.be/gOK5JiZaeN0>

To apply, please submit your resume and cover letter to [employment@catholicmission.org.au](mailto:employment@catholicmission.org.au) as soon as you can as CM will be reviewing and assessing applications as they are submitted.

**Please note:**

- Applicants must have the right to work in Australia.
- Employment is subject to a National Criminal History Check and a Working with Children Check.
- Only shortlisted applicants will be contacted.