

Position Description

Team Administrative Assistant

The Position: The role of the Team Administrative Assistant is to provide support to the Catholic Religious Australia Secretariat team by undertaking a variety of administrative and communication works in order to ensure that all services provided by CRA is professional, positive, productive and collaborative, serving the mission and vision of CRA.

Responsibilities: The Team Administrative Assistant is accountable to the Director of Communications and Engagement for the following:

Office Support:

- Assist the efficient and smooth day-to-day operation of the CRA national office by:
 - taking responsibility for various communication and administrative tasks and providing support to CRA staff in their administrative tasks
 - answering phone calls and emails to both members and non-members in a timely and professional manner
 - preparing documents, event flyers and PowerPoints, according to the style guide
 - organising meetings, minute-taking, preparing agendas, reports, and meeting papers
 - providing welcoming hospitality and catering
 - maintaining records management including on-going databases maintenance and archives
 - being responsible for the maintenance of multiple office calendars
 - recording office policies and procedures
 - ordering office supplies and equipment
 - attending to other tasks as directed or required from time to time
 - organising travel arrangements

Member Services Support:

- Communication with members using various methods
- Ensure requests from members and their teams are responded to with promptness, courtesy and diligence
- Assist with projects, including events and publications
- Assist with updating information on the website including uploading documents, resizing and uploading images

Events:

- Supporting CRA events, both face-to-face, online and hybrid including communications, administration and hospitality

Key Relationships:

- National Executive Director
- Director of Communications and Engagement
- Staff of CRA
- President and Council of CRA
- Committees of CRA
- Leaders and members of Religious Institutes

Criteria:

- Proven track-record of high-quality administrative support
- High level skills in contemporary computer applications including Microsoft Office suite and databases especially relating to communications
- An understanding of the Catholic Church and CRA
- Alignment with the mission and values of CRA
- Values driven with excellent interpersonal skills
- Excellent organisational skills and the ability to manage multiple priorities and problem solve
- Excellent telephone and diary management skills
- Excellent communication skills and strong member-service and interpersonal skills
- High degree of accuracy and attention to detail
- A personal sense of warmth and welcoming

CRA is committed to safeguarding children and adults at risk and has a zero-tolerance to abuse.