

POSITION DESCRIPTION ADMINISTRATION ASSISTANT

ORGANISATIONAL OVERVIEW
Established in 1951, Jesuit Mission is the international relief and development ministry of the Society of Jesus in Australia. Jesuit Mission seeks to promote a faith that does justice by supporting local Jesuit partners across Asia and Africa to accompany and empower poor and vulnerable communities through community development programs such as education, health, livelihoods and refugee support to live free and full lives.
ORGANISATIONAL VALUES
<ul style="list-style-type: none"> • Welcoming: forming strong, faithful relationships • Discerning: being reflective and strategic in all we do • Courageous: standing up boldly to effect change
ORGANISATIONAL RESPONSIBILITIES
Positive Working Relationships
<ul style="list-style-type: none"> • Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the work of Jesuit Mission and its mission and values • Facilitates good, productive and appropriate working relationships with Jesuit Mission and the Society of Jesus staff, volunteers, donors, partners, suppliers and other Jesuit ministries • Works closely with the Society of Jesus Province and other Jesuit ministries to ensure that the work of Jesuit Mission can be completed in the most effective and efficient manner
Respect
<ul style="list-style-type: none"> • Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability • Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed
Quality Assurance and Continuous Improvement
<ul style="list-style-type: none"> • Attends relevant meetings, workshops, conferences and training, as required • Becomes familiar with and follows the Province’s quality and standard policies, procedures and management instructions • Is open to new ways of doing things that enhance working in an environment that subscribes to the Ignatian way • Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by the Mission
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

PART 1: POSITION SPECIFICATIONS

POSITION STRUCTURE

Reports to	Chief Executive Officer
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POSITION OBJECTIVE

The Administration Assistant contributes to the efficient running of the Jesuit Mission office. The role also provides specific administrative support to the CEO and Rector.

POSITION SPECIFIC RESPONSIBILITIES

KEY ACCOUNTABILITIES	KEY TASKS
Ensure smooth running of office operations	<ul style="list-style-type: none">• Provide a welcoming and courteous reception function and offer appropriate hospitality to office visitors• Organise team meetings with agendas, minutes and actions• Support onboarding and orientation of new employees• Act as point of contact for all office requirements including IT, hardware/software, stationery and general office supplies• Ensure contact lists are up-to-date and maintained appropriately• Manage mail collection, undertake opening and sorting of all mail• Undertake accounts payable processing• Provide international payments support• Maintain clean, tidy and professional office environment
Provide strong administrative support	<ul style="list-style-type: none">• Develop and maintain highly professional and effective working relationships with the CEO and Rector in providing a high level of administrative support• Ensure smooth and effective management of the CEO's and Rector's diaries and all meeting arrangements• Prepare detailed interstate and overseas travel arrangements including flights, accommodation, visas and transfers• Draft and format correspondence, reports and presentation materials as requested

	<ul style="list-style-type: none"> • Support the CEO and Rector in building internal and external relationships whilst maintaining a high level of confidentiality and professionalism within the role • Provide an approachable point of contact for the Australian Jesuit Province, other Jesuit ministries, Our Lady of the Way Parish, overseas partners and supporters • Provide support to the Rector in managing travel, health and other arrangements for visiting Jesuit Missionaries • Together with the Rector, coordinate parish appeals • Reconcile credit card expenses for the CEO and Rector
Team Support	<ul style="list-style-type: none"> • Assist with donation processing, donor record updates and ad hoc report requests • Support events and functions as directed by the CEO
General	<ul style="list-style-type: none"> • Assist in the delivery of this work in accordance with the mission, strategic plan, and policies and procedures of Jesuit Mission • Actively participate in team meetings, strategic planning and attends events and functions as required

KEY COMMUNICATIONS / KEY STAKEHOLDERS

<p>Internal</p> <p>CEO Rector International Programs Manager Fundraising & Communications Manager Finance Manager Communications Coordinator Community Engagement Coordinator Supporter Relations Coordinator Supporter Care Coordinator Philanthropy Coordinator</p>	<p>External</p> <p>Provincial's Office Jesuit Mission Board Jesuit Mission Finance Committee Overseas Jesuit partners Our Lady of the Way Parish Donors Volunteers</p>
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PART 2: SELECTION CRITERIA

SELECTION CRITERIA

Essential

- Previous experience providing administrative support
- Strong interpersonal skills including the ability to build and maintain relationships at all levels whilst maintaining strict confidentiality
- Sound administrative skills across diary management, travel arrangements, meeting organisation and experience in preparing documents and presentations
- Proven ability to prioritise and work to deadlines
- Strong attention to detail and commitment to high quality, timely and accurate output
- Excellent written and oral communications skills
- Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook)

Desirable

- An understanding and willingness to promote Ignatian spirituality and Gospel values within the workplace
- Familiarity with the not-for-profit and Catholic sector
- Experience in using fundraising databases

Position Holder name _____

Signature _____

Date _____

Manager name Helen Forde

Signature _____

Date _____

Position Description last updated	May 2019
Approved by	Chief Executive Officer