

POSITION DESCRIPTION TEAM COORDINATOR

POSITION STRUCTURE	
Reports to	Fundraising & Communications Manager
POSITION OBJECTIVE	
The Team Coordinator provides administrative support to the team and ensures efficient running of the Jesuit Mission office. The role also provides specific assistance to the CEO and Board.	
POSITION RESPONSIBILITIES	
KEY ACCOUNTABILITIES	KEY TASKS
Ensure smooth running of office operations	<ul style="list-style-type: none"> • Provide a welcoming telephone and office reception and offer hospitality to office visitors • Organise team meetings with agendas, minutes and actions • Support onboarding and orientation of new employees • Coordinate office requirements including IT hardware and software, stationery and general office supplies • Ensure contact lists are up-to-date and maintained appropriately in databases • Manage mail collection and opening and sorting of all mail • Provide admin support for accounts payable and credit card reconciliations • Maintain clean, tidy and professional office environment
Team Support	<ul style="list-style-type: none"> • Assist with donation processing, donor record updates and thank you call program within Raisers Edge • Serve as back up to Supporter Care Coordinator during peak times and holidays • Support the coordination of Parish Appeal program • Support events and functions with administration and set-up as required
CEO Administration	<ul style="list-style-type: none"> • Develop and maintain highly professional and effective working relationship with the CEO and provide administrative support including diary management • Support the CEO in building internal and external relationships whilst maintaining a high level of confidentiality and professionalism within the role

	<ul style="list-style-type: none"> • Prepare detailed interstate and overseas travel arrangements including flights, accommodation, visas and transfers • 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 CEO in managing travel, health and other arrangements for visiting overseas Jesuit Missionaries
Board & Board Committee Administration	<ul style="list-style-type: none"> • Coordinate onboarding of new Board members • Liaise with Board members and coordinate Board communication with CEO • Manage Board and Committee meeting schedules and provide administrative support for development and distribution of Board/Committee Papers and Minutes • Manage and maintain BoardPro online portal
Volunteer Management	<ul style="list-style-type: none"> • Stewardship of volunteers, including retention and acknowledgement • Ensure compliance with volunteer policies and procedures • Recruitment / on-boarding of skilled volunteers (excl. event volunteers), including induction, Working with Children checks and safeguarding requirements • Work with the team to identify opportunities for skilled volunteers and coordinate timing / roster • Coordinate volunteers working in the office
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 attend events and functions as required

KEY COMMUNICATIONS / KEY STAKEHOLDERS	
Internal CEO Fundraising & Communications Team Finance Manager Community Engagement Coordinator International Programs Team	External Provincial's Office Jesuit Mission Board Jesuit Mission Risk, Audit and Finance Committee Overseas Jesuit partners Our Lady of the Way Parish Supporters Volunteers

POSITION SELECTION CRITERIA
Essential
<ul style="list-style-type: none"> • Previous experience in an administrative role • Advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook, SharePoint) • Strong interpersonal skills including the ability to build and maintain relationships at all levels whilst maintaining strict confidentiality • Strong administrative skills across diary management, travel arrangements, meeting organisation and experience in preparing and formatting documents and presentations • Proven ability to prioritise, work to deadlines and juggle tasks within a busy environment • Strong attention to detail and commitment to high quality, timely and accurate output • Excellent written and oral communications skills • Exposure to accounting, CRM, telephone systems, and the ability to learn new systems
Desirable
<ul style="list-style-type: none"> • Familiarity with the not-for-profit sector • Experience in working with volunteers • An understanding of and willingness to work within the Catholic ethos

ORGANISATIONAL OVERVIEW
<p>Established in 1951, Jesuit Mission is the international relief and development ministry of the Society of Jesus in Australia. We work with local Jesuit organisations across Asia and Africa who walk with and empower the most poor and vulnerable communities to live full and free lives, through participation in community development and humanitarian relief programs such as education, health, water and sanitation, livelihoods and sustainable agriculture.</p>
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
<ul style="list-style-type: none"> 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)

Position Holder name _____

Signature _____

Date _____

Manager name _____

Signature _____

Date _____

Position Description last updated	July 2021
Approved by	Chief Executive Officer