

POSITION DESCRIPTION OFFICE COORDINATOR

POSITION STRUCTURE	
Reports to	Finance Manager
POSITION OBJECTIVE	
<p>The Office 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.</p>	
POSITION RESPONSIBILITIES	
KEY ACCOUNTABILITIES	KEY TASKS
Reception	<ul style="list-style-type: none"> • Provide a welcoming telephone and office reception and offer hospitality to office visitors • Respond to supporter enquiries via phone and email, entering all actions and record updates in Raisers Edge • Process telephone donations • Manage mail collection, opening and sorting of all mail and outgoing mail
Ensure smooth running of office operations	<ul style="list-style-type: none"> • Organise team meetings, including agendas and actions when required for planning meetings • Keep the team connected via weekly team update, office roster and team calendar • Support onboarding and orientation of new employees (including WWCC, Code of Conduct, IT set-up) • Coordinate office requirements including IT hardware and software, stationery, car parking and general office supplies • Ensure contact lists are up-to-date in database • Maintain clean, tidy and professional office environment
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
Finance	<ul style="list-style-type: none"> • Accounts payable processing • Coordinate monthly staff credit card reconciliations • Assist with ATO and other statutory reporting requirements
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, Committee and Working Group meeting schedules and provide administrative support for papers and minute taking as required • Manage and maintain BoardPro online portal • Support Company Secretary with ASIC and ACNC updates
Team Support	<ul style="list-style-type: none"> • Provide general admin support to the team as required • Assist with offline donation processing in peak periods
Volunteer Coordination	<ul style="list-style-type: none"> • Stewardship of office volunteers, including recruitment, induction, retention and acknowledgement • Ensure compliance with volunteer policies and procedures • Work with the team to identify opportunities for skilled office volunteers and coordinate timing / roster
Events Support	<ul style="list-style-type: none"> • Support Community Engagement with administration and follow-up for Parish Appeals • Assist with events administration (including receiving of donated goods) • Assist with event phone registrations and enquiries • Assist with events and functions set-up as required
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	External
CEO Finance Manager Fundraising & Communications Team Community Engagement Coordinator International Programs Team	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

- 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 systems, telephone systems, CRM and the ability to learn new systems

Desirable

- Accounts Payable, general ledger systems and account reconciliations
- 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

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.

ORGANISATIONAL VALUES

- 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

- 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

- 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

- 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

Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or, 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)

CHILD PROTECTION

Our organisation takes child protection seriously, and as an employee of Jesuit Mission you are required to meet the behaviour standards outlined in our code of conduct. You have received a copy of the code of conduct as part of your induction pack.

Therefore, as part of your duties and responsibilities, you are required to.

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations, or disclosures of alleged abuse to management
- report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people

CONDITIONS OF EMPLOYMENT

The successful applicant will be subject to a Working with Children Check and Criminal History Records Check.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This may include reference checks, identity checks, qualification checks and professional registration checks.

Position Holder name _____

Signature _____

Date _____

Manager name _____

Signature _____

Date _____

Position Description last updated	November 2021
Approved by	Chief Executive Officer