

Administrator – Part Time, Immediate Start



About Us

The Christian Counsellors Association (CCAA) exists to further the reputation and professional development of Australian counsellors who practice within a framework of Christian values. We also provide valuable resources for members of the public to connect with counsellors in their area.

We are seeking an experienced administrator to work with our National Office based at Clovelly Park in South Australia to assist with our national association. Preference will be given to a person to work from the National Office; however, consideration will be given for the possibility of working from a home office elsewhere. This is a permanent part-time role with 25 hours per week (preferably over 5 days) and an immediate start for the right person!

About the Role

We are looking for a reliable all-rounder to undertake a mix of responsibilities for the administrative, accounting and website maintenance needs of the association while utilising initiative and flexibility.

Reporting to the National Office Manager, your daily duties will include (but are not limited to):

- Handling phone and email inquiries in a professional and helpful manner for both the public and CCAA Members and Affiliates,
- Reconciling transactions via Xero,
- Facilitating and assessing membership applications, renewals, and audits via our online portal,
- Coordinating the set-up of Professional Development events,
- Creating and distributing various eNewsletters and other correspondence,
- Maintaining numerous email addresses,
- Updating the website with current information, and
- Undertaking other office support duties as required.

About you

- Well-developed communication skills (both written and verbal),
- Administration experience is essential,
- Strong skills with Microsoft Office and Accounting Software like Xero,
- Experience in WordPress and Mailchimp are an added advantage,
- Demonstrated resilience, collaboration, and the ability to pick up new skills quickly,
- Effective time management and the ability to work to a deadline, and
- Preferably an understanding of the Christian counselling field.

What we offer

- A stable position within a great professional health services association
- Supportive and friendly work environment
- Remuneration will be negotiated according to demonstrated skills and experience.

To ensure success in this role, you must have the ability to handle competing deadlines and show a willingness to learn.

How to apply

- Please email your CV and Cover Letter addressing the requirements of the position to Rob Salmon at admin@ccaa.net.au.

Closing Date

- Close of business – 2nd October 2020

We thank every applicant for their interest in advance. We will not be accepting inquiries from recruitment agencies at this stage.