



Operations and Communications Support

Position Description (Part-Time, 0.5-0.6)

CMS WA works with churches to set apart, equip and support long-term workers who cross cultures to share the gospel of our Lord Jesus Christ. More information is available at www.cms.org.au.

Reporting to the State Director, we are looking for a suitably experienced and proficient assistant who is self-motivated and can demonstrate a heart for Christian ministry. This role will undertake a range of support functions, including:

- Maintaining the membership database;
- Coordinating all CMS-WA communications;
- Assisting with planning and management of local events;
- Assisting the State Director with missionary support, recruitment, and training;
- General branch administration, including book-keeping.

The successful candidate will possess the following:

- Previous experience in Christian ministry;
- Ability to develop and maintain relationships with a range of stakeholders and audiences;
- Good communication skills, including the ability to speak and write for a range of audiences;
- Agreement with Principals and Objects of CMS;
- Demonstrated skills and experience in administration and office support including suitable proficiency in the MS Office applications.

Ideally, candidates will also possess capacity to master CRM platforms, marketing automation platforms, Website content management systems, Office365 applications, and Graphic design. Applicants with experience in marketing, communications and fundraising activities will be highly regarded.

The successful applicant will also require a current C class driver licence, Working with Children Check (WWC) and Nationally Coordinated Criminal History Check and subsequent SCN.

This is currently a 2.5 days per week position, with flexibility to increase to 3 days for an exceptional candidate with suitable accounting experience and book-keeping skills. Generally based in Woodvale, some weekend work is also required to effectively undertake the expectations of this fulfilling Christian ministry position.

To apply, please submit your current resume (including 3 referees) and a cover letter addressing the selection criteria (max. 3 pages) and email to dgreff@cms.org.au by 1st February 2019. Confidential enquiries to David on 0497 168 935.