



**Lutheran Church
of Australia**
Victorian/Tasmanian District

Vocational opportunity in church service
Congregational and Migrant Ministry Support Officer

The Victorian District of the Lutheran Church of Australia is seeking a person to provide part-time (0.6 FTE) organisational, and general operational support to the Pastor for Congregational Support. The area is Congregation and Migrant Ministry and Mission development, located at Box Hill, working Tuesday-Friday.

The successful applicant must have a heart to serve within the context of the Christian faith and the LCA, a heart for mission, and a passion for ministering to and supporting persons from English and non-English speaking backgrounds.

In addition, applicants should have:

- The ability to collaborate and work cohesively as part of a team
- Proven office and operational experience - including the ability to plan, prioritise, deliver and monitor the progress of projects.
- Strong organisational skills
- Motivation and initiative
- Prior experience in supporting the requirements and processes for effective development of funding submissions
- Clear oral and written communication skills
- Professional telephone manner
- Demonstrated computer skills, including with MS Office

A professional approach and enthusiasm will assist in securing this fixed term contract position, 0.6 FTE, for 2 years.

A detailed position description is available upon request by telephoning 03 9236 1230.

Written applications should address the criteria contained within the position description, citing relevant prior experience and what motivates you.

Applications to Pastor Brett Kennett at 755 Station Street Box Hill, 3128 by 5pm Monday 3rd April 2017.