



**CHRIST CHURCH**  
THE ANGLICAN/EPISCOPAL CHURCH IN VIENNA

## OFFICE ADMINISTRATOR

### JOB DESCRIPTION

#### **PURPOSE**

The Office Administrator will ensure the efficient running of the Church Office and support the Chaplain in the administrative activities of the church.

#### **POSITION DETAILS**

Starting date:	1 February 2021
Term:	1 year (renewable)
Classification:	part time (an average of 10-12 hours/week, over two days)
Compensation:	€6,000 Honorarium
Reports to:	The Chaplain

#### **PRIMARY RESPONSIBILITIES**

1. Office Administration
  - be comfortable working in a digital environment
  - manage email communication
  - take phone calls
  - execute correspondence with members as well as outside entities
  - maintain church documentation
  - general filing (both hard copy and electronic)
2. Preparation and Distribution of Published Materials.
  - prepare weekly intercessions and wrap in consultation with the Chaplain
  - prepare readings, psalm and chant for Sunday morning services, photocopying Sunday service sheets, notice, etc.
  - prepare and distribute Chaplaincy magazine
  - prepare and distribute materials related to the Annual Chaplaincy Meeting
3. Maintenance of Diaries and Registers.
  - update church calendar and keep church diary
  - administer bookings of Church Centre and Church building
  - maintain the general mailing list/Outlook and other contacts list
  - create and maintain register of Church, Church Centre, and Office keys
  - keep the Church's Baptism, Confirmation, and First Communion registers
4. Financial.
  - keep accounts for petty cash
5. Technical.
  - maintenance and backup of the office computers
  - some updates of the Church's website

## QUALIFICATIONS

- Fluent in English and German.
- Excellent communication skills, verbal and in writing (e.g., organized, tactful).
- Strong character (i.e., trustworthy, able to deal with sensitive and confidential information).
- Proficiency with Microsoft Office software (familiarity with publishing software desired).
- Proficiency with electronic communications (email, social media, Zoom, etc.).
- A personal commitment to the Christian Faith (sympathetic to the Anglican tradition and willingness to learn further in this tradition desired, familiarity with the Christ Church congregation highly desired).

## REQUIREMENTS

- Regularly in communication with the Chaplain.
- Must familiarise themselves with Safeguarding policies and practices in the Church of England.
- Safeguarding approval.
- Report as directed to the Council on all activities.
- Participate in regular reviews and an annual performance review.
- Additional appropriate training course(s) as determined by the Chaplain in consultation with the Church Council as part of provided orientation.
- Awareness of rules and broad developments in the Church of England