



Salisbury Lutheran Church – Office Support Role

We are looking for our next Office Support person, with this exciting opportunity to become part of a vibrant small team at The Ark.

Working closely with our Pastor, Care and Connections Coordinator, and Child, Youth and Family Worker, along with our key volunteer positions, this is a great role for someone with excellent organisational skills and a love for connecting with people.

The Ark, Salisbury Lutheran Church is a flourishing congregation situated in the heart of Salisbury. We have over 150 people attending our 3 worship services each weekend.

The position is a part-time role — 16 hours per week across four days, Tuesday to Friday, with start and finish times negotiable, but generally 9.00 am until 1.00 pm.

Applicants should have a clear commitment to working in a Christian environment, demonstrating the love of Christ in good interpersonal and customer service skills, be proficient in the use of Microsoft Word, Outlook and Excel packages, be able to work autonomously, and be able to manage an office environment, working with volunteers.

Initially reporting to our Chairperson (during our current pastoral vacancy), successful applicants must have a recent police clearance, and current working with children check.

Responsibilities include:

- Attending to telephone, email, and personal enquiries.
- Collecting, recording, and managing statistical information, including maintaining databases.
- Managing the compilation of the weekly church bulletin (*Letters from the Ark*).
- Preparing creative visual communications.
- Preparing volunteer rosters.
- Undertaking administrative functions in support of Pastor and Lay worker roles.
- Undertaking responsibilities of Safe Church Coordinator role (training will be provided).

If you are interested in being considered for this opportunity please email your application or direct enquiries to:

Leanne Ridsdale, Chairperson, Salisbury Lutheran Church at chair@arkchurch.com.au

Applications should include a cover letter and your current curriculum vitae.

Applications close on Wednesday 6 August 2025