



Administration Team Leader

(Part Time – 25 hours per week)

An exciting opportunity exists to join Good Shepherd's staff team in the role of Administration Team Leader. This role supports the mission and ministries of the congregation by providing effective administration management.

The successful applicant will be a committed and active Christian with excellent managerial skills across various platforms, the ability to work in a team, and with experience in a leadership role.

Remuneration and conditions for this position will be discussed with the successful applicant. This will be a contracted position commencing March 2023 with the option of permanency after a six month trial period.

A position description is available on request from the Congregational Administrator stephen.zanker@paravista.org.au

All applications are to be:

- written addressing the Role/Person Description and including the contact details of three referees (two professional and one pastoral),
- marked "confidential",
- and sent to:
Chairperson, PO Box 306, Modbury North, SA 5092
or emailed to lindsay.freund@jlf.com.au

Applications close, Monday 13th January 2023