



Position description

Administration and Promotions Assistant, Vocations Centre

Reporting to: Director, Vocations Centre

The Position: The primary purpose of this position is to work closely with the Vocation Centre team and the various parishes, agencies and Archdiocesan organisations to promote vocations in accordance with the Archdiocese of Sydney's Pastoral Plan, and to provide secretarial assistance for the Director, Vocation Centre and, as approved by him, for the Special Projects Officer.

Responsibilities: The Administration and Promotions Assistant is accountable to the Director, Vocation Centre for the following:

- Assist with the implementation of the strategies in relation to the promotion of vocations in the Archdiocese's Pastoral Plan
- Assist the Vocation Centre's Director and Special Projects Officer with secretarial assistance, including: preparation of correspondence; transcribing dictations; maintenance of records; answering telephone enquiries and taking messages; entering appointments in the Director's diary; processing incoming mail; posting outgoing mail; receiving/sending faxes; and alerting the Director and Special Projects Officer to issues and problems as they arise.
- Assisting the Director, Vocation Centre in the process of documenting applications for admission to the Seminary of the Good Shepherd
- Assist the Director with creating and disseminating promotional materials for World Day of Prayer for Vocations (April) and National Vocations Awareness Week (August), Vocation Discernment Weekends (November), Seminary Enquiry Days (March and September), days of recollection and other events.
- Assist the Director with the preparing for Vocation Discernment Weekends (November), Seminary Enquiry Days (March and September) and days of recollection including organising logistics and promoting the events to prospective attendees via e-mail, websites, parish bulletins, etc
- Assist the Special Projects Officer with creating and disseminating promotional and other materials in relation to Retreats for Women, School Vocations Forums, Parish Vocations Coordinator Kit and other events.
- Assist the Special Projects Officer with the processing of applications by exhibitors for the SCENE Vocations Expo.
- Arrange for the printing and distribution of prayer cards for the Chrism Mass (April) including organizing volunteers to assist with distribution of cards.
- Assist the Director, Vocation Centre to act as a central contact for all other groups who are involved in the promotion of vocations so that promotional efforts and resources can be both widely

distributed and utilised

- Assist the Special Projects Officer to contact parish youth groups, universities and Catholic and State Schools to promote Vocations Forums; and assist in coordinating speakers for forums.
- Coordinate with the secretary for St Benedict's and the Vocation Centre to ensure the Director's appointments are accurate and up to date.

Inter-relationships:

The Administration and Promotions Assistant interacts with the following internal and external individuals and groups:

- Cardinal, Episcopal Vicar for Evangelisation and Renewal, Catholic Renewal and Evangelisation Diocesan Office (CREDO), Catholic Education Office (CEO), Confraternity of Christian Doctrine (CCD), Catholic Youth Services (CYS), Catholic university Chaplaincies, Seminary staff, Director, Vocation Centre and Special Projects Officer
- Parish Priests and their Pastoral Associates, Catholic and State Schools, Religious Congregations and other groups which have the potential to produce vocations

Qualifications and Experience:

The ideal Administration and Promotions Assistant will have:

- Sound knowledge of the teachings of the Catholic Church, an understanding of the principles of vocations, evangelisation and catechesis, a personal commitment to the ethos and values of the Church and a love for his/her own vocation
- Relevant experience either in a similar role or in a role encompassing the key areas of competency for this position
- Experience in effective communication, collaboration and building and maintaining networks
- Demonstrated ability to work effectively without close supervision and to be accountable for performance
- Demonstrated ability to work with a diverse group of people
- Experience in motivating and coordinating others
- Demonstrated ability to learn, adapt and improvise using creative vision
- Excellent organisation skills with a focus on results and attention to detail
- Demonstrated commitment to service, ability to prioritise, and a willingness to be accountable for performance and deadlines
- Working knowledge of Microsoft Office applications (Word, PowerPoint, Outlook, and Explorer).

Attributes:

The Administration and Promotions Assistant will demonstrate the following attributes:

- Pro-active and an ability to build and maintain relationships with stakeholders
- Professional manner and presentation
- Excellent people skills, including a friendly and helpful phone manner

- Excellent communication skills with superior written and verbal skills
- Strong influence and negotiation skills
- Sound computer skills
- Ability to work well in a team environment
- Attention to detail and a well ordered approach to work
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance Management:

The performance of the Administration and Promotions Assistant will be assessed having regard to:

- Performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders, and
- Ability to develop and maintain relationships with Parish, Chancery, agency and professional contacts