



POSITION DESCRIPTION

Operations Assistant

Organisational Information

Our mission: Helping people find, follow and live for Jesus

Our vision: To be a vibrant intergenerational group of Jesus-followers who are a light in our local community and seek to fulfill the great commission - to make disciples of all nations.

Montrose Church of Christ is a welcoming and vibrant faith community located in the outer eastern suburbs of Melbourne. With a heart for connection and discipleship, we are committed to following Jesus and inviting people to discover their place in this world's bigger story. Our church fosters a warm, intergenerational environment where people can grow in faith, build authentic relationships, and find ways to bless others.

Position Details

Montrose Church of Christ is seeking an **Operations Assistant** to support our Operations Team. This role is ideal for someone creative, organised, and tech-savvy, with a passion for effectively communicating our church's mission and activities, both internally within the church community and externally to the public. This part-time role is contracted at 6 hours per week, which are flexible and include some hours on site as agreed with the Senior Pastor. These hours have the potential to expand for the right candidate, and as the church grows, offering an opportunity for increased involvement.

Responsibilities

Key Responsibilities

- Manage and maintain the church's social media accounts, ensuring regular, engaging, and high-quality content
- Create visual and written content for social media, weekly newsletters, and church communications
- Manage church's website and ensure it is kept up to date
- Prepare and send the weekly church newsletter via Mailchimp
- Set up YouTube links for live streaming of services
- Prepare visual component of our Sunday gathering
- Assist with rostering of volunteers for our Sunday gathering
- Other operational tasks as required by the Senior Pastor

General

- Follow all Montrose Church of Christ policies and procedures
- Maintain a safe and healthy workplace, ensuring adherence to Work Health and Safety policies and procedures



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Operations Assistant

Requirements

Essential

- Proficiency in information technology and digital tools
- Familiarity with social media platforms including Facebook and Instagram
- Strong graphic design and content creation skills, including experience with Canva
- Good understanding of effective messaging and marketing language to engage various audiences
- Excellent written communication and attention to detail
- Ability to work both independently and collaboratively
- Strong organisational skills and ability to manage multiple tasks efficiently
- Demonstrated alignment with the Mission, Vision and Values of Montrose Church of Christ and agreement to our Code of Conduct

Desirable

- Experience with Mailchimp, Youtube, Faithlife Proclaim and Weebly
- Previous experience in a similar role
- Good understanding of church dynamics and communication needs
- Regular involvement in the Montrose Church of Christ faith community

Industrial Instrument	Clerks – Private Sector Award (MA000002)
Classification	Level 2 – Year 1, currently \$27.17 per hour
Reports to	Senior Pastor
Contracted Hours	Part-time position, 6 hours per week, some on-site as agreed with Senior Pastor, flexible
Date of Commencement	Week commencing 31 st March 2025