

Events and Administration Officer

Be part of running life-changing events that teach people how to deal with conflict and have better relationships for all of their lives!

- Put your professional skills and faith into action through providing outstanding administrative services to help our events and office run smoothly
- Learn how to work with training management systems and the operational side of running a cutting-edge Christian peacemaking ministry
- Be part of a dynamic and growing team who love Jesus, strong relationships and having fun as well!

About PeaceWise:

PeaceWise is a cross-denominational peacemaking ministry which operates within Australia and is beginning to operate overseas as well.

PeaceWise's purpose is: 'Promoting peace and reconciliation in relationships through biblical principles and the power of Christ.' As our logo says – we are all about “building peacemakers for life”.

Each year, PeaceWise runs approximately 50 in person and online training events – that's a lot of events to organise and run smoothly!

For more information, see peacewise.org and visit the PeaceWiseYou and PeaceWiseUs pages in particular.

About the position:

In this position, you will bring your strong desire to serve and support others into a key administrative support role to ensure our courses run smoothly as you support our Office Manager both in event administration as well as the overall running of the office.

You need excellent oral and written communication skills, be good with technology and able to work with accuracy and under time pressure.

You will be personable, a committed Christian and able to work well with others. Plus a sense of humour is great too!

This part time role requires a 4-6 hour weekly time commitment, over one or preferably two days. Majority of tasks can be done from home but there are some tasks especially around peak periods, which will need to be done at the PeaceWise Office in North Parramatta NSW.

To apply:

To obtain a copy of the role description, please visit [here](#)

Please submit your application (resume plus covering letter) to Catherine Locke, Office Manager at enquiry@peacewise.org.au.