

## ADMINISTRATION VOLUNTEER

Katoomba Christian Convention (KCC) is a highly respected and established not-for-profit Christian organisation seeking to transform our nation through the powerful preaching of the Bible. KCC currently runs seven individual conventions namely NextGen, Katoomba Easter Convention (KEC), KYCK, Oxygen, Onward, BASECAMP and OneLove.

The role of the Administration Volunteer is to support the KCC Burwood Office with administrative needs in the lead up to events and post events. The Administration Volunteer is a purely voluntary position on an as-needs basis to assist the Events Support team with administrative tasks. It is anticipated that during peak convention periods (Nov-Dec; Mar-Apr) the time required may be between 1-3 days a week.

Duties are, but not limited to:

- Assistance with general administrative duties such as printing, laminating and batching
- Convention mail-outs
- CCLI reporting (music copyright use reporting)
- Database updates and cleaning/audits
- Referee and Working with Children checks

The ideal volunteer must:

- Be an evangelical committed Christian who is actively involved in their local Church
- Agree to KCC Statement of Faith
- Have proficiency in basic computer applications, such as Microsoft Office
- Have the ability to work and relate across different denominations
- Be committed to a high standard of Christian integrity in workplace relationships
- A current Working with Children Check

Highly desirable attributes:

- Ability to work effectively within a small team
- Flexible availability depending on event needs
- Previous experience in administration
- A willingness to learn and ability to adopt different procedures and software quickly
- Pleasant phone mannerism and is comfortable making calls
- Strong attention to detail

If you have the passion and willingness to serve KCC as an Administration Volunteer, then we would like to hear from you. Please email through your expression of interest with a brief CV to [info@kcc.org.au](mailto:info@kcc.org.au). For more information or clarity on the position, please do not hesitate to contact us on 1300 737 140.