



Events & Operations Coordinator

Status	Part-time (0.5 FTE), on-going
Location	Canberra, with possibility for hybrid work arrangements
Apply by	8 December 2024

Introduction to Embracing Ministries

Embracing Ministries provides holistic care to support children with disability and their families, regardless of religious affiliation. We offer activity-based programs for young people and carers, pastoral care services, and parish training in disability inclusion. Embracing Ministries is a ministry unit of the Anglican Diocese of Canberra and Goulburn.

Position Overview and Key Responsibilities

The Event and Operations Coordinator will work with the Embracing Ministries team and community to plan and deliver activities for young people with disabilities, their siblings, and their carers. These include holiday programs, weekend activities, camps, carer's respite weekends, and day activities. The role also involves provision of secretarial support to the monthly Board meeting.

We are seeking someone who is passionate about

- Disability community engagement
- Event planning, administration, and delivery
- Collaboration and communication with partners and supporters

Qualifications and Experience Required

The role requires:

- Commitment to supporting Christian values.
- Demonstrated ability to work alongside people with disability and their families, demonstrating well-developed empathy.
- Demonstrated ability to plan and deliver customer-focussed events, and attention to detail.
- High-quality verbal and written communication, and interpersonal skills.
- High-level computer literacy and skill including using on-line meeting platforms and the Microsoft Office suite.

Contact Information

For enquiries or a copy of the position description, please contact Dr Kia Wallwork, Director Embracing Ministries at 0494 055 884 (during business hours) or at kwallwork@embracingministries.org.

Applicants will be required to obtain a Working With Vulnerable People clearance through the Office of Regulatory Services (ACT) and undergo a National Criminal History Check prior to an offer of employment.