

Job Advertisement: Administrative Assistant, National Liturgy Office

- Administrative and staffing support to the National Liturgy Office of the NZCBC
- Permanent position
- Part-time hours (10 hours minimum) and flexible location

Te Huinga o ngā Pīhopa Katorika o Aotearoa / the **New Zealand Catholic Bishops Conference (“NZCBC”)** is the assembly of the Catholic Bishops of New Zealand coordinating national activities and ministries of the Catholic Church. These include education, social justice, Māori advisory, communications and engagement with the public, liturgy, ecumenism, bioethics, interfaith relations, pastoral work in prisons and hospitals, and more.

The NZCBC works collaboratively with the **National Liturgy Office (“NLO”)**. The purpose of the NLO is to promote sound and appropriate liturgical practice in New Zealand, provide advice and recommendations to Conference on liturgical matters and undertake any other projects to support the celebration of liturgy in New Zealand as directed by Conference.

Applications are invited for the position of Administrative Assistant to the Acting Director of the National Liturgy Office. This is a role which offers part-time hours and flexible work arrangements in terms of location.

Key responsibilities:

- Supporting the Acting Director with all administrative tasks
- Updating the website and preparing other external communications such as the newsletter
- Overseeing the production of resources and publications and fulfilment of orders
- Organising and preparing training events, meeting of advisory groups and other national liturgy occasions
- Fostering positive working relationships and communicating clearly with diocesan offices
- Encouraging an interest in good liturgical practice and taking an active interest in professional development

The successful applicant will have:

- High competence in computer usage
- Proven experience in a broad range of administrative duties
- High level of accuracy and attention to detail
- Highly organised, excellent time management skills and able to prioritise
- Flexible and able to switch between tasks quickly
- Ability to work independently and as part of a team
- A commitment to the vision, mission and values of the New Zealand Catholic Bishops Conference and the National Liturgy Office

[Click here](#) for a full job description.

To apply, email your cover letter and Curriculum Vitae to secretariat@nzcbc.org.nz.

Job posting closes Friday 21 June 2019.