

ADMINISTRATOR, CENTRE FOR LIFELONG LEARNING, CAREY BAPTIST COLLEGE

Are you a capable administrator looking to make a difference? Carey Baptist College is a tertiary theological college based in Penrose, Auckland, which exists to train leaders for ministry and mission. We are currently searching for the right person to take over the part-time role (15 hours per week) of Administrator for our Centre for Lifelong Learning which works in the area of on-going professional development, predominately for church leaders (lifelonglearning.nz). The days of work will be agreed with the successful candidate.

You will be great with people, have excellent oral and written communication skills, and be a born organiser. You will be competent and confident in the use of systems and technology, and be flexible and versatile in your approach. Ideally you will have prior experience as an administrator or executive assistant. You will also possess a passion for the vision, mission, and values of the College.

We offer a flexible and supportive working environment, and the opportunity for your skills to bear influence in current and future leaders.

A full Job Description is available online:

<http://www.lifelonglearning.nz/administrator-vacancy>

If you would like to discuss this opportunity, or apply for the role, please contact:

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Applications close at 5pm on Friday 3 May 2019.