



## **Part-Time (20 hours per week)**

### **Executive Assistant to Te Manukura at St John's Theological College**

St John's Theological College, located in St John's Auckland, exists to 'form students to lead with excellence in the mission of our church'. The mission of the Church is listed in the five marks of mission which are:

1. To proclaim the Good News of the Kingdom
2. To preach, baptise and nurture new believers
3. To respond to human need by loving service
4. To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation
5. To strive to safeguard the integrity of creation and sustain and renew the life of the earth.

Committed to bicultural Treaty-based relationships in a three-Tikanga context, the College has partnerships with various other tertiary providers for the completion of degrees in theology. Students, from all around New Zealand and Polynesian live on site for the duration of their studies. The college also provides other avenues of study for non-residential students.

We are looking for an Executive Assistant to work with the Manukura (College Principal) undertaking specific project-based work, secretarial support for Te Kaunihera (College Board) and general administrative support as needed.

This is a new position for the College.

#### **Key responsibilities are to:**

- Administrative support to Te Manukura
- Meeting Support – facilitate all activities for effective and efficient meetings, especially Te Kaunihera Board meetings.
- Establish and maintain policies on compliance issues related to the College
- Work with Te Manukura and the external HR Consultant on development and maintenance and implementation of HR Policies and Procedures.

#### **We are looking for someone who has:**

- Previous experience as a PA or EA – 3 to 5 years.
- Strong written and verbal skills
- Attention to detail
- Warm and engaging personality.
- Positive can-do attitude
- Advanced user of Microsoft suite of products
- Good time management
- Adheres to the ethos and values of the College of St John the Evangelist.
- Attends an Anglican Church.

To Apply: please send your CV and cover letter to [joan@joanwatson.co.nz](mailto:joan@joanwatson.co.nz)