



Corporate Communications Team Assistant

- Permanent Full Time Position
- Based at Rhodes, Sydney
- Flexible working environment
- Not-for-Profit Organisation

Fresh Hope is the trading name of Churches of Christ in NSW and the ACT, which consists of a network of churches and a community care arm, known as Churches of Christ Community Care.

As a not-for-profit organisation, Churches of Christ Community Care exists to serve the communities in which Fresh Hope operates, sharing the values of Churches of Christ in NSW and the ACT. The communities Fresh Hope engage in include: residential aged care, retirement living, community housing, community works, camping and temporary accommodation. We have 1200 staff and together we serve 1000+ residents and customers, and 60,000 venues visitors.

Your new role as Corporate Communications Team Assistant is a pivotal part of the recently formed Corporate Communications Department that supports the Chief Executive Office of Churches of Christ Community Care. The department oversees the reflection of the Fresh Hope brand and identity, and enhances the broader understanding of the organisation's mission, culture and overarching purpose through internal and external communications. In your role, you will report to the General Manager of Corporate Communications.

If you meet the below criteria and your style is collaborative, you are someone who is enthusiastic and highly values relationships, we want to hear from you.

Your main responsibilities will include:

- Executive Assistance to General Manager Corporate Communications (GMCC);
- Facilitating diary management, arranging meetings and conference calls, coordination of travel;
- Resource and budget tracking, including reconciliation of corporate credit cards and allocation and coding of invoices and expenses;
- Corporate Communications project tasks as directed by GMCC or delegate as required, including copywriting, research, reporting, resource management, filing, scanning, printing or various other support activities;
- Act as a point of contact between the GMCC and internal colleagues/external stakeholders, fostering strong relationships.

To be successful in your new role you will need to demonstrate:

- Advanced oral and written communication skills;
- High attention to detail
- High level of proficiency with Microsoft Office Suite;
- Excellent time management skills with the ability to manage multiple tasks and deadlines;
- Experience in working with various levels of management and in dealing with a range of representatives and other stakeholders.

Remuneration is based on experience and capability.

As an additional benefit there is a tax free component of your remuneration available under the Public Benevolent Institution.

To apply, please email a copy of your cover letter and resume to hr@freshhope.org.au. Please title the email: Corporate Communications Team Assistant Application.

For further information please contact the Human Resources Department on 02 8573 6000.

Applications Close: Friday 2 April 2021 (close of business).