 **The Health & Community Chaplaincy Committee**

 **of the Presbyterian Church of Victoria**

is seeking to fill the position of:

 **HCCC Administrator & Camp Co-ordinator from 1st July, 2017.**

This is a Contract position for 2 days per week (15 hours) able to be worked flexibly

and located at HCCC’s offices at Heathmont House (adj to Heathmont Presbyterian Church)

The position reports to the HCCC’s Chaplaincy & Pastoral Care Co-ordinator, Mrs Kathy James.

It exists to provide administrative support for the Health and Community Chaplaincy Committee, its Chaplains and projects within the PCV plus administrative co-ordination of the annual PCV/HCCC Ministry Family Camp to be held again in October 2017.

Applicants should be members in good standing or adherents of the Presbyterian Church of Victoria.

The successful applicant will be well organised, with good written and verbal communication skills who can work to deadlines and be responsive to queries and admin needs in a timely fashion.

Familiarity with Microsoft Word/ Outlook and Excel is necessary.

The successful applicant will be calm and courteous with a prayerful attitude to their work and the ability to maintain appropriate levels of confidentiality.

A full position description is available on the PCV website (pcv.org.au) under the “About” and “Jobs” tabs or can be obtained by emailing Mrs Kathy James at chaplaincy@pcv.org.au

Please submit your resume with 3 referees including one from the minister or an elder from your congregation.

Applications by email to: The Health & Community Chaplainy Committee

 c/- Mrs Kathy James

 chaplaincy@pcv.org.au

**Closing date: Friday 16th June 2017**