



## POSITION DESCRIPTION

<b>POSITION:</b>	Admin, Youth, Networking & Events Coordinator
<b>LOCATION:</b>	Columban Centre for Christian-Muslim Relations <i>c/o Institute for Mission</i> 1-5 Marion Street, Blacktown NSW 2148
<b>HOURS:</b>	Full-time
<b>AWARD:</b>	Award Free
<b>REPORTS TO:</b>	Coordinator, Columban Centre for Christian-Muslim Relations

## PRIMARY OBJECTIVES

To promote the Centre's activities in interreligious relations in general and Christian-Muslim relations in particular by developing contacts and networks, especially among youth.

To provide administrative services for the Centre.

## Responsibilities

- Maintain a professional and courteous Christian image at all times as a representative of the *Columban Centre for Christian-Muslim Relations*.
- Participate as an active team member in the life and work of the Centre by carrying out assigned tasks, engaging in discussions and meetings, contributing to *Bridges* newsletter, preparing updates for the website and other media, showing initiative and leadership.
- Grow relations with Muslims, especially youth, by attending religious, cultural, social and academic gatherings (e.g. conferences, seminars, *iftar* dinners and *eid* celebrations) and by developing new opportunities to promote dialogue and mutual understanding.
- Grow relations with believers from other religions by attending interreligious and multi-faith gatherings and by developing new opportunities to promote dialogue and mutual understanding.
- Take a lead role in planning and coordinating *Youth PoWR* (Parliament of the World's Religions) and assist in the Centre's other interfaith and multi-faith events.
- Maintain and develop the Centre's social media profile through regular posts to the *Youth PoWR* Facebook page and promoting the Centre's events in various media.
- Provide administrative services – reception, minutes, invoicing, filing, databases, correspondence – to ensure the smooth running of the Centre.
- Provide content and assist and support the Communications & Media Officer in the production of *Bridges* newsletter.
- Develop and present talks and workshops on Christian-Muslim and interfaith relations for school students and youth.
- Develop new Christian-Muslim and interfaith resources and develop creative ways of promoting the Centre's existing resources.



## SELECTION CRITERIA

### ESSENTIAL

1. Previous experience in community relations e.g. active participation in church life, youth ministry, pastoral work, multicultural or interfaith relations or social work.
2. Demonstrated effective communication skills - public speaking, writing, networking and interpersonal skills.
3. Demonstrated leadership skills – conducting meetings, facilitating teams, contributing to events, self-motivated, using initiative, following-up opportunities and carrying out commitments.
4. Demonstrated computer literacy (Word, Outlook, Excel, PowerPoint)
5. Demonstrated competency in the use of social media (e.g. posting to Facebook pages, groups and events, Instagram, use of Eventbrite, MailChimp, Survey Monkey). Provide advice on emerging social media and other online platforms.
6. Demonstrated administrative and secretarial skills.
7. Some basic familiarity and experience with Islam and Muslims and a willingness to further develop through personal engagement with Muslims, participating in Muslim and interfaith events and guided reading.
8. A willingness to work within the ethos and philosophy of St Columban's Mission Society.
9. Current driver's license and independent transport to attend day and evening events across metropolitan Sydney (per kilometer allowance available).
10. Hold a current 'Working with Children' clearance (or willing and eligible to obtain one).

### DESIRABLE

- Previous experience working with people from culturally and linguistically diverse backgrounds.
- Previous experience in managing events and projects.
- Tertiary qualifications in a relevant discipline.
- Basic familiarity with—or a willingness to learn—Adobe *InDesign* publishing program.

## WORK CONDITIONS (SUBJECT TO NEGOTIATION)

- The position is full-time (though consideration for part-time employment may be given to an exceptional applicant).
- The formal starting date is 15 January 2018 (or as near as possible)

---

For further enquiries please contact: [patrickmcinerney@columban.org.au](mailto:patrickmcinerney@columban.org.au)

---



**COLUMBAN CENTRE FOR  
CHRISTIAN-MUSLIM RELATIONS**

*c/o Institute for Mission*  
1-5 Marion Street  
Blacktown NSW 2148

[info.cccmr@columban.org.au](mailto:info.cccmr@columban.org.au)  
[www.columban.org.au](http://www.columban.org.au)

## HOW TO APPLY

Applicants are to provide the following **three (3) documents** to the Coordinator of the *Columban Centre for Christian-Muslim Relations*:

1. A letter addressing each of the ten (10) essential criteria listed above, detailing how your educational qualifications and previous work experience meet these essential criteria and enable you to carry out the responsibilities of the Admin, Networking, Youth and Events Coordinator of the *Columban Centre for Christian-Muslim Relations* as described in this Position Description.
2. A *Curriculum Vitae* (CV) of your educational qualifications and previous work experience.
3. A list of at least three (3) referees with contact details.

Please submit all **three** documents to [patrickmcinerney@columban.org.au](mailto:patrickmcinerney@columban.org.au)

---

**Applications close: 12.00 midnight on Sunday 19<sup>th</sup> November 2017**

---