



The Incredible Journey

Job title:	Administrative Assistant – Bible Work		
Location:	Dora Creek, NSW	Position type:	12 months fixed-term contract
Date posted:	24 August 2020	Reports to:	Manager
Applications Accepted By:			
Email: info@tij.tv			
About Eternity Media Productions			
<p>The Incredible Journey is a deeply spiritual ministry passionate about communicating the Gospel to the world. This ministry seeks to impact lives for Christ through a variety of ways including: television broadcasts, the internet, a worldwide evangelistic ministry, humanitarian support along with Christian living and faith-sharing resources.</p>			
Position summary			
<p>Do you love talking to and meeting new people and networking? Sharing the Gospel of Christ and equipping individuals so they can share the Gospel more effectively? Then we need you to pioneer this position! We are looking for a motivated, driven, organised and people-orientated individual with a strong passion for sharing Jesus.</p> <p>This position is full time Monday to Friday with an immediate start. Some flexibility may be available.</p> <p>Please include a cover letter with your resume outlining how you fulfil the criteria below.</p>			
Job description			
<p>The Role of the Administrative Assistant – Bible Work is to:</p> <ul style="list-style-type: none">• Following up on all contacts, their correspondence and answering their questions• Ensuring the contacts are followed up in their own neighbourhoods by local pastors/elders/Bible workers• Helping in the development of new Bible based courses• Processing mail and store orders• Mark Bible Studies• Pray for our viewers over the phone when requested• Other duties as assigned by the Manager <p>Job Requirements:</p> <ul style="list-style-type: none">• A baptized, committed and practising member of the Seventh-day Adventist Church• An attitude of servant leadership• Is humble, compassionate and shows empathy• Can handle emotionally demanding conversations with contacts• Has previously given Bible studies• Strong Biblical understanding of the SDA theology• Very good communication (written and verbal) skills• Able to build strong relationships with people from all walks of life• Driven to share the Gospel of Christ, demonstrated by experience• Attention to detail and consistent follow through is a must• Demonstrated ability to thrive in a fast-paced environment• A hands-on person• Ability to use Microsoft Word, Excel, PowerPoint• Full training to be provided to the right candidate			

Personal Commitment:

Being a practising baptised member of the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Seventh-day Adventist Christian values.

Although Eternity Media Productions Ltd. is an equal opportunity employer that does not discriminate in its employment policies and practices on the basis of race, national origin, gender, colour, age, marital status, disability, or any other basis prohibited by law, it is a religious entity associated with the Seventh-day Adventist Church. The employment practices reflect religious preferences in harmony with Australian law, and therefore hire only Seventh-day Adventist Church members in good standing.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the position.