



## Position Description

### Administration and Social Media Assistant

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Reporting to:	General Manager
Department:	St Mary's Cathedral
Location:	2 St Mary's Road, SYDNEY
Employment Status:	Full-Time Tuesday to Friday 10:00am to 6:00pm and Saturday 9:00am to 5:00pm
Modern Award Coverage and Classification:	Clerks Private Sector Award - Level 2

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**The Position:** The Admin & Social Media Assistant role encompasses a variety of administrative and social media responsibilities. The primary purpose is to assist with managing the reception office of Cathedral House and to work with the General Manager in managing St Mary's Cathedral social media platforms.

**Responsibilities:** The Admin & Social Media Assistant is accountable for the following:

Administration

- Provide a welcoming face for visitors to the administration area
- Engage with and operate the on-line events diary systems – Eventpro and EventsAir
- Assist the Special Liturgies Officer with incoming enquiries for weddings, funerals and special events
- Work with the Administration Assistant to share knowledge, undertake handover, particularly for relief and additional support as needed.
- Provide assistance with events and meetings, and at times assist with start to finish tasks relating to events.
- Assist in providing event coordination from time to time, under the supervision of the Events Manager
- Other duties as requested that are consistent with this area of the Office

#### Social Media

- Create and manage social media content calendar
- Coordinate social media and community management
- Track and report digital/social media usage metrics
- Manage cathedral's social media platforms
- Update and post information on digital media including website, Facebook, LinkedIn, Instagram and other relevant platforms
- Keep up to date with social media trends
- Other duties as requested from time to time

**Inter-relationships:** The Admin & Social Media Assistant interacts with the following internal and external groups:

- Dean

- General Manager
- Events Manager,
- Special Liturgies Officer,
- Cathedral House Staff,
- Music Department Staff,
- Cathedral Precinct and Archdiocesan staff,
- Clergy,
- Parishes and Agencies,
- External providers, and other parties who have booked any elements of the Precinct,
- Visitors/Members of General Public
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Qualifications and Experience:

The ideal Admin & Social Media Assistant will have:

- Proven customer service success in a professional environment
- Excellent organisational skills, with a focus on results and attention to detail
- Excellent knowledge of Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Proficient in using marketing on-line tools (i.e. Canva, Photoshop, Google Analytics. Etc.)
- Experience and knowledge of current digital trends and social media platforms (e.g. Facebook, Instagram, Pinterest, LinkedIn, Twitter, YouTube)
- Demonstrated ability to work effectively without close supervision and to be accountable for performance
- Current Working with Children Check clearance in NSW

Attributes:

The Admin & Social Media Assistant will demonstrate the following attributes:

- Professional manner and presentation
- Good people skills
- Attention to detail and a well-ordered approach to work
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Display a warm, friendly and respectful persona appropriate to the environment
- Ability to act with discretion and to maintain complete confidentiality
- Ability to prioritise workload according to requirements and maintain an excellent eye for detail
- Excellent communication and interpersonal skills
- Editing and copywriting experience
- Ability to keep abreast of the latest social media trends

Performance Management:

The performance of the Admin & Social Media Assistant will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities as they relate to the attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with the Dean, General Manager, Event Manager, other staff, and Precinct staff generally

*St Mary's Cathedral and the Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. St Mary's Cathedral and the Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#)*

*Additionally, St Mary's Cathedral and the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.*

CATHOLIC ARCHDIOCESE OF SYDNEY

