

EMPLOYMENT OPPORTUNITY

*St Joseph's Parish and Community
are seeking to employ on a
permanent / part-time basis a person
to fill the role of Administration
Assistant*

➤ Responsibilities:

Reception:

- Greet and assist visitors
- Sort / distribute emails / mail
- Respond to initial enquiries about the Parish/Community and forward to the relevant team member

Administration

- Prepare Newsletter
- Prepare Commentaries
- Prepare Mass Texts
- Assist Risk Management program
- Workplace Health & Safety
- Order Church & Office Supplies

➤ Requirements:

Knowledge/Skills/Competencies

- Ability to work in a Catholic environment
- Ability to work both independently and collaboratively
- High proficiency with Microsoft Office suite, Adobe, Dropbox etc.
- Excellent written and oral communication skills
- Excellent organisational skills to balance competing priorities and deadlines
- Excellent attention to detail
- Excellent interpersonal skills
- Maturity and capacity to deal sensitively with complex and difficult matters
- Maintain confidentiality and discretion



Hours of work:

**Monday, Wednesday & Friday
from 9am to 4pm**

Position

- **Award Classification:**
Clerks Private Sector 2020
- **Role Description:**
To provide support in the day to day administrative matters for the St. Joseph's Parish and Community

A detailed job description
available upon request

Please forward this information
to suitable persons

*Eligible candidates must send
a cover letter and complete
CV to Fr Peter Addicoat CP
by Wednesday 14th January 2026*



Contact Details

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