

# Cranbourne Regional Uniting Church

Cranbourne Food Truck Administration Officer

Our community based organisation is looking for a motivated Administration Officer with good management and people skills, to look after approximately 40 volunteers and who will be the first point of contact for volunteers and associated organisations who work in the field of food relief.

The Cranbourne Food Truck is a not for profit group who provide free food to some of the most vulnerable and at risk people in our community.

The role requires you to be a good time manager and to be able prioritise competing demands, the position also requires attention to detail in record keeping and creative problem solving with above average computer literacy including Microsoft office and basic desk top publishing and social media skills.

The position is for 20 hours per week, with flexible hours and the ability to work for some of this time increment from home. The position is paid at current award rates and in is funded for three years and a two month training period will be provided prior to an official start date of the 1st of January 2022.

Applicants should have a current Police check and Working With Children heck

A willingness to work within the Ethos of the Uniting Church of Australia.

## **CV/Resume should include:-**

Details of previous experience in administration for a community based organisation.

Provide details of computer literacy including Microsoft office and basic desk top publishing and social media skills.

Details of any qualifications in the area of community services or other relevant services

Applications close 5pm Friday 20<sup>th</sup> August

For further information and a copy of the PD please contact

Chris Marsh

Secretary  
The Cranbourne Food Truck

***thefoodtrck00@gmail.com***