



# WATAC Inc – Women and the Australian Church

## Administration Assistant (Casual/Part-Time)

WATAC Inc is an ecumenical organisation promoting equality, dignity and justice within the Church through a feminist lens. We are seeking a proactive **Administration Assistant** to support our President and Committee of Management.

**Hours:** 2–3 per week (variable)

**Type:** Casual / Part-time

**Location:** Flexible / work from home

### About the Role

You'll provide administrative, communications and organisational support across events, publications, governance and membership processes.

### Key Tasks

- Prepare *WATAC News* and Mailchimp communications
- Assist with event coordination and Zoom hosting
- Prepare AGM and meeting papers; take minutes
- Maintain the membership database and manage renewals
- Update WordPress content and support Facebook communications
- Manage files and administrative records (Google Drive)

### What We're Looking For

#### Essential

- Experience in admin or clerical roles
- Strong communication and organisational skills
- Proficiency with MS Word; familiarity with WordPress, Mailchimp, Zoom and Facebook
- Accurate data management
- Availability for monthly evening meetings + occasional weekends



## Desirable

- Understanding of feminist theologies or church structures

## Conditions

- Casual role under the Clerks – Private Sector Award 2020 (MA000002)
- **Rate:** \$48.68–\$53.33/hr (incl. casual loading)
- Three-month probation
- Must have reliable internet, computer and printer
- National Police Check required

A copy of the position description is available [here](#)

## Apply

Send your **CV** and a **short cover letter** to: [Secretary@watac.net.au](mailto:Secretary@watac.net.au)

**Applications close on Friday, April 24, 2026.** Applications reviewed as received.

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