

Office Administrator
Part Time, 19-20 hours per week

St Luke's Parish, Toowoomba is seeking an Office Administrator to coordinate the parish office and provide the Priest-in-Charge with reliable, efficient and effective administrative support to assist in the coordination and running of the Parish and associated services. This role plays a key part in ensuring the smooth day-to-day operations of the Parish and supports the Parish leadership to fulfill the Vision and Mission of the Diocese and to uphold Diocesan values.

The Office Administrator is responsible for embodying the Parish's core values by remaining faithful to our mission, harnessing your imagination and creativity to innovate solutions that embody our culture and traditions as followers of Christ, courageously addressing challenges, presenting yourself authentically in living and speaking about beliefs, and ensuring a comprehensive approach to all your responsibilities.

This is a part-time position of 19-20 hours per week.

The position description is available **here**

For further information about the role contact Kathryn Silk, Parish Warden on 0400 335 522

To apply, please send a one-page EOI and resume to stluke.tmba@bigpond.com with a subject header of 'Office Administrator Application'. Please note applications with close Friday, 26 September 2025.