

RELATIONSHIP FACILITATOR

Parental Leave Relief

- 1 x 9 month contract based in Brisbane (4 days per week)
- 1 x 8 month contract based in Melbourne or Sydney (4 days per week)

Are you passionate about fostering connections and ensuring smooth administrative operations? If you have outstanding administrative skills and the ability to facilitate meaningful relationships, this role is designed for you.

WHY OPEN DOORS?

In Christ, we strengthen the most persecuted. We connect the Australian and New Zealand church with their persecuted family to deepen one another's discipleship journey. When you work with us, you'll get the chance to strengthen the faith of persecuted Christians, even in the most dangerous places.

We asked our people their thoughts on working with Open Doors and here's what they had to say:

- "Working for Open Doors means being challenged and encouraged in your faith every day! It's a privilege to be in a job that helps strengthen the global body of Christ."
- "Seeing and hearing real stories of persecution has forced me to see my walk with Christ in a new way."
- "It is such a joy to know that I'm using the gifts that God has given me to help serve those who need to be served."

Working with us also provides the opportunity to be a part of regular team devotions, access to Christian counselling and mentoring, as well as coming together for bi-annual team days for fellowship, prayer, and worship.

OUR IMPACT

Last year, our work at Open Doors helped **7,075,604 persecuted Christians** across the globe, providing:

- 1,700,000 people with **Bibles and Christian literature**.
- 3,200,000 people with **discipleship**, training, mentoring, and counselling.
- 1,500,000 **in-person visits, care, prayer, and counselling**.
- 600,000 people with **socioeconomic development**, emergency relief, trauma care, and education

As a growing and respected ministry that supports persecuted Christians in more than 70 countries, we are the leading voice on Christian persecution and trusted partner to build a mature and unified global Church. We're excited to hire someone who shares the same ideals by connecting with like-minded people, partners, and communities.

ABOUT THE ROLE

As a pivotal member of our team, you'll contribute to the development of administrative systems, collaborate with Church Relationship Managers to grow partnerships, and coordinate initiatives to strengthen engagement with churches, facilitating partnerships that invite the Australian and New Zealand church to make a difference for persecuted Christians around the world.

As a Relationship Facilitator, you will play a crucial role in supporting the engagement and partnership initiatives with churches, other key stakeholders to maximise the effectiveness and impact of our frontline church team. Your responsibilities include, but are not limited to:

- Undertaking tasks that are designated as part of the Partnership Methodology for engaging and partnering with churches
- Collaborating with Relationship Managers to maintain and grow a portfolio of low and medium touch relationships with current and potential churches and advocates
- Collaborating with Relationship Managers to develop and implement lead generation activities to gain presentations and meetings
- Leading and/or participating in the organisation and running of events
- Administering the entry and maintenance of Customer Relationship Management records in collaboration with Relationship Managers and other team members
- Overseeing the development and maintenance of administrative systems that support the day-to-day work of the team
- Recording and reconciling all financial transactions in adherence to internal process guidelines

SKILLS AND EXPERIENCE

For this role, we are ideally seeking the following:

Essential:

- Exemplary administrative skills, including outstanding attention to detail
- Exemplary communication skills and the ability to work both independently and as a team player within an interstate team and other departments
- Time management skills, including the ability to coordinate multiple calendars
- A proven track record providing wide ranging administrative support to a cross-functional team
- Ability to solve problems to a satisfactory conclusion
- Ability to manage multiple projects at once and transition seamlessly to meet deadlines
- Self-motivated and innovative
- Must exhibit a strong willingness to learn and absorb new information
- Working knowledge of Salesforce (or similar CRM platforms) and Microsoft suite

Desirable:

- Exemplary communication skills, including the ability to communicate via phone and email with external partners from diverse backgrounds
- Ability to evaluate and improve existing administrative systems
- Knowledge of business principles and processes, including records and budget management

JOIN US

If you are passionate about combining your administrative expertise and coordination strengths and you thrive in a collaborative and values-driven workplace, we invite you to join our team. Help us in our mission to serve persecuted Christians globally by applying your skills and experience to the role of Relationship Facilitator at Open Doors.

To apply for a Relationship Facilitator position, please submit your resume (maximum 3 pages) and a cover letter to peopleandculture@od.org.au. Applications are to be received **by 9am on Monday, February 19th 2024**.