

## **MMM Administration Position**

### **Introduction**

This year MMM will have been operating in New Zealand for 30 years. MMM provides volunteer building and maintenance support to Christian churches and organisations. People join our teams because they love to serve, desire to support Christian work and workers and enjoy the team atmosphere on our projects. Every day our volunteer teams are practically serving the church always pausing to read a Bible devotion and pray together.

We are seeking someone who wants to see churches and organisations with the facilities they need to effectively be sharing the Gospel. This administration role requires a flexible people person, who is well organised with problem solving skills and a sense of humour to join our team. The Administrator role is an important role as it is the first contact people have when they contact MMM for support or to volunteer.

### ***Key Tasks***

- Be the first contact for our Project Recipients and volunteers
- Manage the MMM database and ensure all information is accurate and current
- Support and encourage the MMM Team with administrative tasks
- Produce the monthly MMM Prayer Force, prayer calendar, quarterly MMM magazine and other promotional material.
- Keep the MMM property tidy and ready for hosting team members and guests
- Serve on the Management Team, overseeing the day to day running of the ministry and taking the Minutes
- Assist the Accounts Officer with details relating to accounts
- Thank our generous donors with grateful letters

### ***Qualifications and Skills***

- A strong Christian faith
- Excellent communication and interpersonal skills
- Strong attention to detail, a love of variety and creativity
- Proficient in Microsoft Office and Adobe InDesign
- Ability to handle multiple tasks simultaneously and prioritise effectively
- Proactive problem-solving and decision-making abilities
- Flexibility and adaptability to changing priorities and tasks

Join the MMM team, if you love the gospel of Jesus, are a self-motivated individual with a passion for customer service, administration, and ensuring smooth operations.

This role is 40 hours per week, 9am to 5pm, Monday to Friday. The role is based on site at the MMM Centre, 1 Kane Street, Pirongia, 3802.

### **Some of the benefits of working at MMM**

- You'll be joining an organisation with a heart to serve
- Cultivate and enrich your faith at the same time as your career, in a workplace committed to serving God's church and encouraging others to do the same
- Flexible hours
- Some accommodation is available onsite.

### **Application Information**

- Please note, all roles in MMM are non-salaried, i.e. by faith. Our team testify to the faithfulness of God. Will you trust him?