

## Executive Assistant – Job Advertisement

*St John's Theological College/Te Whare Wānanga o Hoani Tapu te Kaikauwhau i te Rongopai* is the provincial theological training college for the Anglican Church of Aotearoa, New Zealand and Polynesia. Due to the current revisioning of the College and with positive change and growth, the College is currently recruiting for an Executive Assistant.

The Executive Assistant will be responsible for providing high-level project and administrative support to the Manukura/Principal to enable the effective running of the College.

### About the College:

The College currently offers two NZQA-approved programs: the *New Zealand Certificate in Christian Studies (Level 3)* and the *New Zealand Diploma in Christian Studies (Level 5)*. We are looking to review and develop the College's educational offerings in 2024. There is an expectation from our Church that St John's College will provide theological training and ministry formation that is responsive to the needs of each of our three Tikanga partners (Māori, Pasifika, Pākehā).

Each year, up to 50 students from all three Tikanga of the Anglican Church reside at the College in Auckland and receive training for ministry. Some students, having previously completed theological study, live at the College and enrol with other providers for further training at undergraduate or postgraduate level. As the only provincial training establishment for the Anglican Church, St John's College also provides education by distance through a mix of online and in-person block courses.

### About the Role:

The Executive Assistant will provide support to the Manukura/Principal and this, in turn, will allow the Manukura/Principal to provide leadership to our College community (faculty, students, and family/whānau). We require someone for 10-15 hours per week (negotiable hours, Monday to Friday) who will be based at the St John's campus in Auckland. Key tasks and responsibilities will be to:

- Coordinate the Manukura's calendar and organise any travel requirements.
- Provide email correspondence on the Manukura's behalf as required.
- Document filing, document review, and general document preparation.
- Undertake any project work as required by the Manukura.
- Prepare agendas and associated board papers/meeting packs, issue meeting invitations, take minutes and disseminate, and follow up meeting actions.
- File, maintain records, and produce documentation as required.
- Provide support with any requirements for marketing-related material.

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### St John's Theological College

202 – 210 St John's Road, St Johns, Auckland 1072, New Zealand  
Private Bag 28 907, Remuera, Auckland 1541, New Zealand

### About you:

The ideal candidate will have the following experience and skills:

- Previous experience as a PA or EA – 3 to 5 years.
- Strong written and verbal skills.
- Advanced user of Microsoft suite of products.
- Adheres to the Three Tikanga ethos and values of the College of St John the Evangelist.
- Previous experience in HR and or H&S is advantageous.

We are looking for a person who is able to actively listen and is calm, empathetic, and respectful. We are looking for a person who is strategic in their thinking, able to make decisions and problem solve, and be someone who is able to build strong relationships. We are looking for a genuine and sincere person who will work with the best interests of the College and our community.

If this is a role that sounds of interest, we'd love to hear from you. Please contact Dr Emily Colgan (Manukura/Principal) for a copy of the job description or send your CV with an accompanying cover letter to [e.colgan@stjohnscollege.ac.nz](mailto:e.colgan@stjohnscollege.ac.nz) by Friday 24 November 2023. Your interest will be treated with the strictest of confidence.