



THE ORDER OF HERMITS OF ST AUGUSTINE IN AUSTRALASIA

ADMINISTRATION SECRETARY, MEDIA AND COMMUNICATIONS (Augustinian Province of Australasia)

The Augustinians are seeking a part-time **Administration Secretary – Media and Communications** to provide high-level administrative, secretarial, and personal assistant support to the Prior Provincial. This role also includes responsibility for internal communications, publication coordination, and public relations.

Position Details

- **Location:** Provincial Office, 44 Alfred Road, Brookvale 2100 NSW
- **Hours:** 15 hours per week
- **Start Date:** 28 July 2025
- **Probation:** Six-month probationary period

Key Responsibilities

- Ensure the smooth operation of the Provincial Office, including managing correspondence, phone calls, and documentation
- Draft, edit, and format letters, emails, reports, and official publications such as the Province Newsletter and *The Augustinian*
- Organise logistics and prepare documentation for meetings, including Provincial Council and other key gatherings
- Collaborate with the Order to develop and implement public relations strategies and communication campaigns to enhance the Augustinians' reputation, image, and voice
- Create publicity materials including press releases, newsletters, speeches, web and social media content, and printed collateral (e.g. leaflets and pamphlets)
- Build and maintain strong relationships with external stakeholders, including media, to support the Order's mission and visibility

Qualifications and Skills

- Relevant qualifications and demonstrated experience in administration and communications
- Strong writing, editing, and content creation skills
- Proficiency in Microsoft Office and digital communication tools
- Highly organised, proactive, and able to manage multiple priorities with professionalism and discretion

Applications For further information, please contact Fr Peter Jones OSA, Prior Provincial, at prior.provincial@osa.org.au.

Applications, including a current CV, should be submitted by **11 July 2025**.