

POSITION VACANT
Appeal Coordinator

To support the fundraising appeal for the vital conservation work on St James Cathedral, a position of Appeal Coordinator has been created. This is a part-time role (about 25 hours per week) that is initially for 6 months. Extension of this period is possible.

The Anglican Diocese of North Queensland is looking for a person who is skilled and dedicated to providing organisational and administrative support for the St James' Cathedral Conservation Appeal Board for the process of raising funds for the Cathedral restoration. It is envisaged that the ideal candidate would have the key attributes of:

- Good organisational skills
- Ability to create documents with appealing presentation
- Ability to maintain good records
- Works well with other office staff
- Demonstrates initiative
- Friendly, business-like telephone manner and personal presentation
- Works well under pressure

If you are interested in this position, a copy of the Position Description is available by contacting the Diocesan Office on admin@anglicannq.org or on 07 4771 4175.

Applications for this position should be marked "Confidential" and directed to:

Mr Chris Nelson
General Manager
Anglican Diocese of North Queensland
PO Box 1244
Townsville Q 4810
generalmanager@anglicannq.org

Applications close Monday 21st April 2008.