

Service in the National Secretariat

A position offering meaningful, varied and stimulating work has become available in the Secretariat of the National Spiritual Assembly. The working environment is marked by the spirit of collaborative service, with scope for creativity and personal initiative. Members of the Bahá'í community having suitable skills are invited to submit expressions of interest by 27 April — see details below.

The place of work is the New Zealand Bahá'í National Office in Newmarket, Auckland. The National Secretariat provides administrative support for the National Spiritual Assembly. The role is focused on supporting the communications and administrative functions of the National Assembly. It involves such tasks as writing a wide range of documents, letters and online materials, formatting documents, and answering questions on the phone. The administrative aspect involves systematic tracking of documents, resources and tasks, primarily using IT tools.

In order to perform writing and oral communication tasks effectively, this position requires English language ability at a high level and a good understanding of the conceptual framework governing the current series of global Plans. Also important is a willingness to engage in a systematic learning process with others. The following points further indicate the range of skills and qualities called for.

- Research acumen
- Computer literacy
- A positive manner; discretion and confidentiality
- Ability to build capacity in others
- Engagement with the associated community-building endeavours, such as the core activities

It will be necessary to develop familiarity with the guidance of the Universal House of Justice on a wide range of subjects including the progress of the Plan, and to acquire a thorough knowledge of the policies of the National Spiritual Assembly. Our preference is for a person who can fulfill full-time hours, 40 hours per week; however the National Assembly will consider part-time arrangements on a case-by-case basis. If the successful applicant wishes to work from home for a portion of the time this can be arranged. Remuneration will be determined by agreement, with a salary offered commensurate with the level of the position, while taking into account any degree of sacrifice willing to be offered by the individual, as with any Baha'i service.

Any believer who is interested in serving the National Spiritual Assembly in this role is invited to provide their resumé, briefly noting professional and Bahá'í experiences and background, to hr@bahai.org.nz by 27 April 2023.