

Service in the National Secretariat

The National Spiritual Assembly is inviting expressions of interest from members of the Bahá'í community for service in the National Secretariat at the New Zealand Bahá'í National Office in Newmarket, Auckland. National Secretariat provides administrative support for the National Spiritual Assembly.

This position requires English language ability at a high level – both written and oral, a good understanding of the conceptual framework governing the current series of global Plans, a willingness to engage in a systematic learning process with others, and various combinations of skills and qualities including:

- A service minded approach to work;
- Research acumen;
- Computer literacy;
- A positive manner; discretion and confidentiality;
- Ability to collaborate closely with colleagues;
- Ability to build capacity in others
- Engagement with the associated community-building endeavours; such as the core activities
- Sound administrative skills with attention to detail

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. 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 12 April 2023.