

Administration Assistant Position Description



JOB OVERVIEW

TITLE	Administration Assistant
REPORTS TO	Office Manager
LOCATION	60 Leicester St, Carlton
SALARY	EV2 \$54,802 pro rata plus superannuation and generous leave conditions
TERM	12 month contract from February 2019, 0.4 FTE

WHO WE ARE

Environment Victoria is one of Australia's leading not-for-profit environment groups, with a strong history of running strategic, dynamic, people-powered and successful campaigns to take action on climate change and improve environmental protections. Our campaigns are solutions-based, founded on research and aim to build enduring community power. Our team of about 20 staff is nimble, creative and fun.

WHO YOU ARE

You are highly motivated, resilient, hardworking and care deeply about our environment. You have great communication skills and are keen to support Environment Victoria's passionate team.

THE ROLE

This reception based position helps deliver Environment Victoria's administration activities supporting all staff. You will work particularly closely with the fundraising team and be the first point of contact for supporters and the wider public. This is a part-time position, 2 days a week (may require 2.5 days at busier times) on a 12 month contract with a view to extend to a permanent role.

ACTIVITIES WILL INCLUDE

- Reception duties including greeting visitors and answering the phone to general and donation queries
- Monitoring multiple email inboxes (general, campaigns and fundraising) and managing responses
- Assist with administration tasks such as monitoring and ordering stationery and other office supplies and organising staff travel
- Maintain office equipment and assist staff with use of equipment

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- Work with the Database Officer to maintain and improve data quality including entering and updating records
- Assist with coordination of our volunteer database and organising office volunteers
- Assist the CEO, staff and Board as needed with administrative tasks
- Assist with the financial processing of Environment Victoria's regular giving program
- Assist with the organisation of events e.g. AGM, Board meetings

PERFORMANCE MEASURES

- Smooth operation of office administration
- Professional point of entry to the organisation for donors, members, supporters and the general public
- Staff well supported in their needs

SELECTION CRITERIA

Essential

- Intermediate skills using Microsoft Word and Excel programs
- Excellent communication skills
- Accurate record keeping and attention to detail
- Ability to work well in a team and autonomously on regular tasks
- Strong interpersonal skills
- Excellent time management, task management and organisational skills
- Self-motivated, resilient, energetic, willing to learn new skills and solve problems
- Desire to work in the non-profit sector & enthusiasm for protecting our environment.

Desirable

- Familiarity with Salesforce or similar database
- Good general understanding of office technology
- Understanding of mail merge
- Previous experience within a non-profit organization

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TERMS AND CONDITIONS

- The position is a 12 month contract, part-time, 2 day a week position, preferably Monday and Tuesday
- Remuneration is at EV2 \$54,802 pro rata plus superannuation and generous leave conditions
- Environment Victoria is strictly non-partisan and an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies
- Occasional after-hours work may be required

REPORTING

The successful applicant will report to the Office Manager.

HOW TO APPLY

To apply for this position please provide:

1. A one-page cover letter
2. Your CV, including names and contact details of two referees
3. Responses to each of the selection criteria (max 2 pages)

Please email your application to admin@environmentvictoria.org.au

Applications close 9am Monday 14 January 2019.

Interviews anticipated at the end of January with the position to commence in February 2019.

Applicants of diverse genders, cultural backgrounds, and experiences are encouraged to apply.

For more information about Environment Victoria, visit our website:
www.environmentvictoria.org.au.

For more information about the position, contact Cate Hoyle, Office Manager on 03 9341 8100.