



Job Description

Job Title:	Operations Coordinator, Asia Pacific
Reports To:	Global Operations Manager
Status:	Full time (40 hours per week)
Location:	Frenchs Forest, NSW Australia
Date:	February 2020

Established in 1992, Project AWARE® is a global movement for ocean protection powered by a community of adventurers. Our mission is to connect the passion for ocean adventure with the purpose of marine conservation. We bring together a dedicated team of individuals around the world who share a passion for ocean protection and adventure to secure real and direct environmental victories. We collaborate, co-create and partner with individuals, governments, NGOs, and businesses who, like us, believe in a future where the ocean no longer needs protecting.

Operations Coordinator, Asia Pacific

Provides office clerical assistance and support to the Project AWARE AP Office as well as to Project AWARE's global projects where required. Duties will include but are not limited to: general office support and tasks related to every day office operations, basic accounting, charity governance and supply chain. The Asia Pacific Operations Coordinator will be responsible for running reports, record keeping, correspondence and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide administrative assistance and support to Project AWARE including:

General Office Support

- Answer phones, general e-mail inquiries, manage mailings/shipments, assist with scheduling meetings, preparing agendas, taking meeting minutes, etc.
- In collaboration with the Global Operations Team and PADI AP Supply Chain, assist with tracking inventory, procurement of local suppliers and purchase of program supplies and merchandise.
- Support local Project AWARE community events.
- Assist in the coordination of organizational / internal events and meetings.
- Collaborate with virtual, cross-office, cross-functional teams to accomplish organizational objectives. Foster a culture of collaboration, connection, empowerment, authenticity and positive change - to build consensus and influence support for Project AWARE initiatives throughout the organization.
- Coordinate day to day needs of the office and other duties as assigned by the Global Operations Manager.
- Assist with gathering documentation, organizing information and preparing reports related to the charity's non-profit status.

Accounting Support

- Work with Project AWARE Accounting Consultant (OneOC) to process and track incoming donations and invoices.
- Track credit card expenses and receipts.
- Process credit card transactions.
- Process and properly document wire transfers as needed.
- Liaise with local PADI accounting team in order to process donations and invoices.

Citizen Science Database Support

- Assist with the maintenance of Project AWARE's Dive Against Debris online database, including the quality review process of online data submissions.
- Troubleshoot and resolve possible data inaccuracies.

Community Engagement Support

- Responsible for providing information regarding Project AWARE programs and initiatives to interested members of the community either by phone, e-mail or during local events.
- Foster the recruitment and retention of community support for Project AWARE's programs and initiatives across the region

Development (Fundraising) Support

- Support administrative and donor stewardship processes for fundraising programs including but not limited to donor letters, certificates, receipts, and invoices.
- Support the cultivation of new and existing donor relationships and partnerships with dive centres, corporations, peer to peer, major donors and foundations to expand and secure revenue streams.
- Build and foster relationships with PADI as the charity's largest corporate partner - ensuring effective communication, engagement and partnership with PADI staff

QUALIFICATIONS REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work well within a team environment. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE

- Secondary education qualification such as Higher School Certificate (HSC) or equivalent is essential and Tertiary qualifications (Diploma or Associate Degree) are preferred.
- Minimum two or more years related experience, preferably office experience in a support or administrative capacity.

PROFESSIONAL SKILLS

- Excellent grammar & spelling
- Must have substantial computer experience including word processing, spreadsheets and presentation software, as well as information databases and donor databases
- Must have experience with Microsoft Office programs, Google Docs/Sheets, Adobe & Internet
- Experience with BaseCamp and CRM databases a plus
- Ability to read, analyze and interpret business and professional documents
- Ability to write routine business correspondence
- Excellent customer service orientation and professional phone skills

PERSONAL SKILLS

- Strong administrative and organizational skills
- Ability to effectively present information in one-on-one and small group situations
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form
- Ability to deal with problems involving several concrete variables in standardized situations
- Works well with co-workers
- The ability to understand and follow work rules and procedures
- Ability to prioritize work and follow directions from supervisor
- Professional attitude and phone manner