

Administration Assistant Position Description



JOB OVERVIEW

TITLE	Administration Assistant
REPORTS TO	Office Manager
LOCATION	60 Leicester St, Carlton
SALARY	EV2 \$57,688 pro rata plus superannuation and generous leave conditions
TERM	Permanent from May 2021, 0.4 FTE (2 days per week - Monday and Tuesday)

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. Together with our over 100,000 Victorian supporters we're campaigning to solve the climate crisis and build a thriving, sustainable society that protects and values nature. Our campaigning is solutions-based, founded on research and aims to build enduring community power. Our team of around 24 staff is effective, nimble, creative and fun.

We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability and members of the LGBTIQ+ community.

WHO YOU ARE

You are highly motivated, resilient, hardworking and care deeply about Victoria's environment and acting on climate change. You have great communication skills and are keen to support Environment Victoria's passionate team. Your enthusiasm for Victoria's environment, initiative and drive is as important as formal education, qualifications and experience.

THE ROLE

Reporting to the Office Manager, this reception based position helps deliver Environment Victoria's administration activities supporting all staff.

Administration Assistant Position Description



Your role will be to provide administrative office support working particularly closely with the fundraising team and being the first point of contact for supporters, volunteers and the wider public.

You will work 2 days per week (Monday and Tuesday) and share parts of this role (primarily reception based duties) with the Administration Support Officer who works 3 days per week (Wednesday - Friday).

ACTIVITIES WILL INCLUDE

- Reception duties including greeting visitors and answering the phone to general and donation queries (may include complaints); monitoring multiple email inboxes (general, campaigns and fundraising) and managing responses; managing incoming and out-going mail.
- Office administration tasks including monitoring and ordering office supplies, organising staff travel, monthly reconciliation of petty cash, mail and printer use.
- Assist with maintenance of office equipment and assist staff with its use.
- Assist the CEO, staff and Board as needed with administrative tasks.
- Assist with the organisation of events including AGM, Environment Celebration and board meetings. Events such as the AGM may involve some work out of normal hours, agreed in advance.
- Assist with the coordination of our volunteer database and support office volunteers assisting with office and fundraising tasks.
- Assist with the accurate processing and receipting of donations.
- Using Salesforce CRM to support the maintenance of accurate membership and supporter data via data input and updates.
- Assist with preparing in-house mailings including receipts, membership letters, and welcome packs for new regular givers.
- Monthly team meetings may require attendance on a non-work day due to the part-time nature of the team. Timings to be agreed in advance.
- Other relevant duties as requested.

PERFORMANCE MEASURES

- Smooth operation of office administration and fundraising programs.
- Timely and accurate delivery of programs and tasks.
- Professional point of entry to the organisation for donors, members, supporters and the general public.
- Staff well supported in their needs.

Administration Assistant Position Description



SELECTION CRITERIA

Essential

- Excellent communication, interpersonal and telephone skills
- Ability to work well in a team
- Self-motivated, energetic, focused and willing to learn and solve problems
- Accurate record keeping skills using a database and excellent attention to detail
- Excellent time management, task management and organisational skills
- Intermediate skills at Microsoft Word (i.e. mail merge) and Excel programs (i.e. manipulation of the datasheet)
- Desire to work in the non-profit sector and enthusiasm for protecting our environment

Desirable

- Experience of Salesforce or similar fundraising CRM
- Customer service experience
- Previous experience within a non-profit organization

KEY RELATIONSHIPS

Internal

- Office Manager
- Administration Support Officer
- Fundraising Team

External

- Supporters and the general public
- Environment Victoria suppliers

TERMS AND CONDITIONS

- The position is a permanent, 0.4FTE (2 days per week) position (Mon - Tues).
- Remuneration is at EV2 \$57,688 pro rata plus superannuation and generous leave conditions. Annual increase each July in accordance with the current Enterprise Agreement.
- 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.

Administration Assistant Position Description



- Occasional out of-hours work may be required. This will be agreed in advance and TOIL or flexi time utilised as appropriate.
- You must have the right to work in Australia.

REPORTING

The successful applicant will report to the Office Manager.

HOW TO APPLY

To apply for this position please provide:

1. A cover letter that briefly addresses the selection criteria and why this role is a good fit for you. Maximum 2 pages.
2. Your CV, including names and contact details of two referees.

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

Applications close 9am Thursday 29 April 2021.

Interviews anticipated in early May with the position to commence in mid to late May 2021.

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.