

## **Job Description – Volunteer Administration Assistant**

### **Overview of role**

This is an exciting opportunity to assist a Social Enterprise focused on sustainably empowering communities living in developing countries by supporting specific partners and projects.

Our focus is on improving both access to and quality of education. We take small groups to participate actively in projects we support

This is a hands on role that will suit a self-starter, keen to get involved with what we do, able to communicate effectively and willing to tackle a range of tasks.

The successful candidate will have responsibilities across a broad range of activities requiring a mature attitude and a range of skills.

### **Skills Required**

Self starter with the ability to work unsupervised

Demonstrable track record in an administrative position

Ability to communicate clearly and invite support and assistance from others where necessary

Ability to multi-task and problem solve

### **Responsibilities of the role include:**

- Answering telephone calls and emails from customers and suppliers
- Production, updating and managing programme participants paperwork
- Research into grant applications
- Assistance with report preparation
- Co-ordinating and running promotional seminars and fund raising events
- Assistance with marketing activities including liaison with suppliers of materials
- Scheduling meetings
- Updating social media sites

### **Reporting Structure**

This role will work with all members of the team including the founders of the company.

### **Hours & Location**

Hours to be negotiated – we would be completely flexible.

Hours after school drop off and before school pickup are welcomed. Some regularity is desirable.

Office location is in Georges Heights near Mosman. Parking is readily available and some public transport is within easy reach.

### **Further Information and applications**

Please write to [info@seebeyondborders.org](mailto:info@seebeyondborders.org) including your resume and any questions you might have. Please place "Administrator Role" in the Subject line.