

POSITION DESCRIPTION

TITLE:	Global Village Administration Assistant
REPORTS TO:	Global Village Manager
LOCATION:	National Office, North Sydney
HOURS:	3 – 4 days per week for a 6-12 month contract
DATE:	June 2017

OUR ORGANISATION

Habitat for Humanity is a global not-for-profit provider of housing for low-income families in need. Established in 1976, Habitat for Humanity has changed the lives of people all over the world. Today, Habitat for Humanity works in thousands of communities around the world and has built, rehabilitated and repaired over 800,000 homes, sheltering more than 5 million people. Our vision is a world where everyone has a safe and decent place to live.

Our national office raises funds to help build homes and communities for families in the Asia Pacific region including Cambodia, Vietnam, Indonesia, Philippines, Nepal and Fiji. Our State Affiliates manage the independent Australian programs within their states.

POSITION SUMMARY

Supporting the Global Village Team, you will provide administration support across several projects including database entry, marketing collateral, event management and social media on a part time basis.

The Global Village Team send upwards of 600 volunteers per year throughout the Asia Pacific region to build homes for families in need. Working from our North Sydney office, you will utilise your strong organisational skills, high attention to detail and creative flair while working with a hardworking, passionate and friendly team.

This is a fantastic opportunity for someone at the start of their career to get a foot in the door of international development or project management industry. Genuine enthusiasm for the non-profit sector is a must.

POSITION SPECIFICATION

As the Global Village Administration Assistant, your duties will include:

- Providing ad hoc administrative support to the Global Village team including filing, printing, and proof reading
- Working with our volunteer database to process and file documents
- Coordinate the mailing of volunteer materials, data entry and hygiene
- Work with the Global Village Team to promote Global Village across various platforms, including social media
- Designing and creating event-specific brochures and artwork
- Responsibility for the monitoring and ordering of stock & collateral
- Assist in event planning
- Assist in coordinating client meetings and functions, including keeping of minutes

This role will be an initial six month contract basis, with a view to full time.

CANDIDATE SUMMARY

Knowledge & Experience

Essential:

- Experience working in an administration or office management setting
- Microsoft Office proficient, in particular Excel, Word and PowerPoint
- Proven ability to multi-task and manage competing priorities
- Proven ability to work autonomously or collaboratively as part of a team

Desirable:

- Knowledge of Raiser's Edge CRM database
- Experience using InDesign and/or Canva
- Experience using WordPress
- Experience in event management

Skills and Attributes

- Demonstrated proactivity and time management skills
- Ability to learn quickly
- Excellent verbal and written communication skills
- Strong organisation, communication and time management skills
- Excellent attention to detail

Personal Characteristics

You will be proud and supportive of Habitat's work, self-motivated and proactive. You will use your initiative and confidence to support the common goals of the team. You will be supportive of the ethos of a Christian aid organisation and its mission and vision.

HFHA is an equal opportunity employer and is committed to the principle that people should be employed upon the basis of merit and that we will use all reasonable endeavours to not discriminate on the basis of sex, sexual preference, marital status age, religion, race, disability, pregnancy and carer responsibilities.

All HFHA staff, contractors and volunteers are required to undergo a criminal record check or working with children check prior to commencing employment.

To be eligible for this position, you must have an appropriate Australian and New Zealand work visa.