



## Office Administrator- Volunteer

We are searching for an enthusiastic admin person to help us to maintain and improve our admin activities. You will have a can-do attitude, an open mind and be able to manage multiple tasks.

You will be someone who loves working with people both staff and the community, and someone who is passionate or wants to learn about how to protect the environment and/or how to live more sustainably."

### Minimum Time required:

One to two days a week, between 9.00am – 5.00pm (4 - 8 hours per day), any day Monday-Friday

### Purpose:

To assist in general administration activities at ECNT

### Duties & Responsibilities:

- Help with front of house welcoming
- Handle telephone and visitor inquiries  
Conduct general administration such as handling records, files, photocopying, and other duties as required  
Help to produce Newsletters
- Maintaining members confidentiality and privacy
- Undertake training and development as directed
- Assist with maintaining website and social media content.

### Skills/Attributes needed:

- A willingness to be trained, receive direction and feedback from the Admin team
- Ability to work as part of a team and contribute to the working environment in a positive, supportive and co-operative manner
- Follow the ECNT policies and procedures
- Sensitivity to different political / cultural / ethnic backgrounds and a respect for multiculturalism
- Administration skills
- Good Computer skills
- Understanding and willingness to maintain Self-Care

### You will gain the following from your volunteering:

- Useful work experience with a respected NGO (non-government organisation) that can be added to your resume
- Future references for volunteers completing a successful six-month period
- A full induction and a supportive and friendly working environment
- A great opportunity to expand your skills



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- Receive recognition and acknowledgement for your contribution

## Training Provided:

- Induction and ongoing support.