

VOLUNTEER POSITION: Administration Assistant

Gould League are looking for an experienced person with a range of office skills to assist our General Manager with general administrative tasks. Ideally you will have an eye for detail, good administrative skills, and the ability to work both independently and as part of a team. The role requires between 6 - 8 hours week which can be done in one day or split over two days. The work will be based mostly at our Cheltenham office, but some work may be able to be done from home.

ABOUT GOULD LEAGUE

Gould League www.org.au is an independent not-for-profit organisation celebrating over 110 years of environmental and sustainability education. We help teachers to reinforce the impact of their science and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

- We are looking for a reliable part-time volunteer to help with General Administrative tasks.
- Ideally you are a self-starter, who prides themselves on great attention to detail. You must be able to work well as part of a small team and independently.
- You will need proven administration experience with using different programs, Microsoft Office suite (Word, Excel, Outlook etc) as well as experience with printing, scanning, laminating, database management and other office tasks.
- You will need to have a comprehensive level of English for this role as there is a lot of reading of text involved.
- Most of the work will be at our Environmental Education Centre at Cheltenham where you will have access to a desktop computer, printer, scanner and other stationary. Some online work may be done at home if you have access to a computer, internet and programs required to complete tasks. This can be discussed on application.
- You will be working closely with Gould League's General Manager and Bookings Manager about tasks you need to complete.

YOU WILL NEED TO HAVE

- A passion for the environment and sustainability
- A warm and enthusiastic personality and open communication skills. Comprehensive level of English.
- Proven office administration skills with experience in using Microsoft Office and Outlook. An advantage (but not essential) if you have experience with WooCommerce, Canva or MailChimp.
- Working with Children's Check as our Sustainability Centre hosts excursions with school children.
- 6 - 8 hours a week to offer. This can be done in one day or split over two days. Preferred minimum commitment of 6 months, but preferably 12 months.

HOW TO APPLY FOR THIS ROLE

Please forward your cover letter (explaining how you fit with Gould League desired attributes/skills as outlined above) and your resume with at least 2 references to bookings@gould.org.au using the subject line: APPLICATION Gould League Volunteer Admin Assistant. Applications close January 30 unless the position is filled prior.

For more information phone Greta on 0431 107 389 or contact bookings@gould.org.au Please note references may be contacted upon receipt of the application. Only shortlisted candidates will be contacted.