



Position Description: MASG Volunteer Leader for Office Administration

Note: This is a volunteer position

About the Mount Alexander Sustainability Group (MASG):

MASG is a beacon for sustainability in the region. We lead and innovate by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with tax deductibility status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. Self-directing community-based interest groups, volunteer teams and projects are linked and supported through a Coordinating Group (CoG) which any member may attend and be involved in decision-making. Projects and activities are initiated and developed through a Mobilising Committee. MASG staff and volunteers participate actively in management through the Operations Committee. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy. All members, volunteers and staff may attend all MASG meetings.

About this Position:

The OA leader is sometimes a magician, sometimes a boot camp captain and always the glue that enables the smooth so that MASG can soar to a sustainable future.

We are seeking someone who understands how important good reception services and administrative procedures can contribute to us achieving our goals and who can help to develop systems and support other volunteers to maintain them.

The OA leader has excellent organisational skills, a great interpersonal manner and a natural precision and thoroughness. They help MASG to have information, records and files and supplies at its finger tips!

The OA leader works with the Coordinator and participates in the Operations Committee.

Work responsibilities:

- Maintain/develop systems for the following office administration tasks:
 - reception and phone answering, responding to information requests from members
 - supplies and displays of information material
 - the office message system for staff, volunteers and members
 - electronic and paper filing systems
 - incoming and outgoing mail
 - office supplies, equipment repairs and maintenance
- Recruit train and support a team of volunteers to do some or many of the above tasks
 - Raise administration matters with the Coordinator and/or Operations Committee as

Fun responsibilities:

- Contributing to a culture that is respectful competent creative accessible diverse inclusive diverse and transparent and fun
- Connecting people with people and people with information
- Brightening people's days
- Using fabulous skills for a worthwhile cause.

The expected outcomes

- People calling to or at the office have a friendly and helpful reception
- Staff, volunteers and Committee members can access records and material easily and quickly
- Equipment functions and sufficient supplies are on hand

Skill set

- Excellent listening skills and ability to identify and enable solutions
- Superior spoken and written communication skills including the ability to work with a range of audiences
- Ability to work within an asset-based community development framework
- Understanding and experience with governance processes
- Solid competence with computers including facility with word-processing, web-based applications and social media.
- Excellent writing skills for the web, submissions, reports and media releases

Personal Qualities

- Knows how to nurture a culture that is respectful, competent, creative, accessible, diverse, inclusive, open and transparent
- Sound judgement and comfort working autonomously
- A low stress "can do" attitude
- Initiative, accountability and enthusiasm

Terms of engagement and understanding with MASG

MASG is small member-led organisation that encourage and relies on the participation of its members and supporters in all aspects of its operations. Volunteers are a respected, valued and important part of its ability to achieve its goals.

MASG volunteers are able to participate and contribute according to their capacity within all aspects of MASG activities and are encouraged to take a leadership role of small teams. Volunteer leaders are particularly welcome to contribute to the Operations Committee and to the CoG.

MASG commits to providing an environment that respects the individual effort, that follows best practice in volunteer resource management and occupational health and safety and which honours and recognises achievement.