

## Position Description: Administration and Project Support Officer

**Organisation:** Mt Alexander Sustainability Group (MASG)

**Location:** Castlemaine, VIC (with flexible work options)

**Employment Type:** Part-time (10 hours per week)

**Salary:** \$40/hr plus 11% superannuation

### About MASG:

The Mt Alexander Sustainability Group (MASG) is a small not-for-profit organisation dedicated to promoting sustainability and environmental initiatives in the Mt Alexander region. We work closely with the community and other organizations to drive projects that support a sustainable future.

### Position Overview:

We are seeking a motivated and self-driven Administration and Project Support Officer to provide essential support to our Committee of Management, members, and volunteers. This is a highly desirable role for someone who enjoys working in a dynamic environment, has a passion for sustainability, and can manage a variety of tasks with minimal supervision.

### Key Responsibilities:

- **Administrative Support:** Provide week-to-week administrative assistance to the Committee of Management, members, and volunteers, including scheduling meetings, preparing agendas, taking minutes, and managing correspondence.
- **Project Coordination:** Assist in the planning, coordination, and execution of MASG projects, ensuring timelines are met and resources are effectively utilized. This includes coordinating the MASG Wash Against Waste Trailer bookings.
- **Secretarial Duties:** Support the Committee of Management with secretarial tasks, including document preparation, record-keeping, and maintaining organizational files.
- **Communications:** Develop and disseminate internal and external communications, including newsletters, email updates, and press releases.
- **Social Media Management:** Manage and update MASG's social media accounts, creating engaging content to increase community engagement and awareness.
- **Website Management:** Update and maintain the MASG website, ensuring information is current and accessible.
- **Stakeholder Engagement:** Engage with a diverse range of stakeholders, including community members, local businesses, and other organizations, to foster partnerships and support MASG initiatives.
- **Event Support:** Assist in the organization and promotion of MASG events, including workshops, community forums, and fundraising activities.

### Skills and Experience Required:

- **Communications:** Strong written and verbal communication skills with the ability to engage effectively with a wide audience.

- **Social Media and Digital Skills:** Experience in managing social media platforms and websites, including content creation and basic website maintenance.
- **Project Management:** Ability to assist with project coordination, including planning, resource management, and execution.
- **Administrative and Secretarial Skills:** Proven experience in providing administrative and secretarial support for a small organisation.
- **Interpersonal Skills:** Strong interpersonal skills with the ability to connect with a wide range of people and build positive relationships.
- **Self-Starter:** Ability to work independently, prioritize tasks, and manage time effectively.
- **Flexibility:** Willingness to work flexible hours and adapt to changing needs.

**Work Environment:**

- Flexible working hours with the option to work remotely.
- Office support is available at the Castlemaine Community House when needed.
- Opportunities to be involved in meaningful community projects and make a positive impact on sustainability in the region.

**How to Apply:**

Please submit your resume and a cover letter outlining your relevant experience and why you think you are the right person for this role to [admin@masg.org.au](mailto:admin@masg.org.au)

**Applications close:** 30<sup>th</sup> September 2024