

POSITION DESCRIPTION – VOLUNTEER/INTERN

POSITION TITLE

Administration Volunteer

THE ORGANISATION

International Women's Development Agency (IWDA) is the leading Australian agency entirely focused on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.

IWDA's vision is for a world where every woman and man, girl and boy has equal rights and opportunities.

IWDA partners with others in the Asia Pacific region to advance women's human rights. We stand up for women and girls by tackling issues of power, money and security.

VALUES

IWDA's values are at the heart of our work and shape what we do and how we do it:

- Feminist
- Accountable
- Collaborative
- Transformative

All IWDA volunteers are required to understand these organisational values, integrate them into their work and demonstrate behaviours which reflect these values.

POSITION SUMMARY

This role provides support to the HR and Office Coordinator as well as general support to the IWDA staff, enabling an organised and efficient working environment to benefit all staff. Primarily, this role will be responsible for the provision of receptionist and administration services.

SPECIFIC DUTIES

- Manage phone and message services, including all incoming telephone calls
- Manage general queries to the organisation
- Maintain public spaces including IWDA reception, conference room, waiting areas and office kitchenette
- Process daily outgoing and incoming mail, including donations
- Provide administrative support to the HR and Office Coordinator as requested
- Support IWDA staff with ad-hoc administration requests

REQUIRED SKILLS/PERSONAL QUALITIES

- Excellent oral and written communication skills
- Strong planning, organisation and time management skills
- Excellent computer skills, including Outlook, Microsoft Word, PowerPoint and Excel
- Ability to work in a team
- Availability to work on a regular basis (one day per week for a six month period)
- Ability to work independently, with limited supervision
- An interest in the work of IWDA and women's rights

LOCATION

IWDA office, Melbourne CBD

KEY RELATIONSHIPS

- Volunteer Coordinator/HR and Office Coordinator
- Other staff as required

SPECIFIC TERMS

One day per week, with a range of weekdays becoming available at different points in 2015.

The Volunteer must carry out duties in a manner which is in accordance with IWDA's values and strategic direction.

All volunteers are required to undergo a national police record check and endorse IWDA's Child Protection Code of Conduct.

Volunteers must be fluent in reading and writing in English. Only applicants legally entitled to live and work in Australia will be considered for this position.

Please note: International Women's Development Agency (IWDA) is EEO exempt (A195/2012) and requests applications from women only.