

ALOLA AUSTRALIA – POSITION DESCRIPTION



Administration Management

0.2 EFT, 8 hours per week

Flexible work hours and work from-home option

Annual contract (3 month probation period) renewable subject to funding and successful performance

Remuneration \$12,896 pa

Alola Australia is a not-for-profit company that was established to work in partnership with Fundasaun Alola (in Timor-Leste) to assist in enabling women and families in Timor-Leste to build a strong future.

Alola Australia implements development programs for women and children in Timor-Leste through our partner, Fundasaun Alola. Working with community groups and individuals, Fundasaun Alola delivers programs to create employment and improve education opportunities, promote human rights and the status of women, strengthen community development, preserve culture and improve the maternal health and wellbeing of women and children.

We share a Vision with Fundasaun Alola:

***Feto Forte – Nasaun Forte
Strong Women – Strong Nation***

This role is critical in enabling Alola Australia to raise funds and awareness to increase support for women and children in Timor-Leste.

Key responsibilities:

1. Communication with supporters

As the main point of contact for supporters of Alola, the role is responsible for responding to emails and phone calls, updating the website and distribution of a regular newsletter and email blasts.

2. Support to the Board

The role provides support to the voluntary Board of Alola including preparation of administration information and reports for Board meetings.

(Note: This support does not include scheduling or secretariat functions.)

3. Finance

This role includes occasional communication with the Alola Australia Board Directors who are responsible for the regular finance duties (i.e. receipting and reconciliation) and receipting of donations.

4. Administration

Regular administration tasks may include collecting and processing the mail, maintaining the Alola customer relationship management (**CRM**) system – Salesforce.



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Key skills / attributes:

a) Demonstrated ability to self-manage and work independently

- Capacity to work independently with minimal direction and also be able to work collaboratively.
- Proven ability and confidence to work independently and achieve planned outcomes.
- Initiative and accountability:
 - Initiative, motivation and ability to thrive in an unstructured environment, and
 - Acceptance of accountability for work undertaken and take responsibility for own actions.
- Manage information privacy and security requirements in accordance with relevant legislation and the Alola Australia policy

b) Strong planning, administration and organizing skills

- Strong organizational skills with the capacity to successfully manage competing priorities.
- Experience managing administration tasks such as processing mail and maintaining a CRM database such as Salesforce

c) Advanced computer skills

- Advanced proficiency in office computing applications. Applications used include:
 - Microsoft Word and Excel, Reckon Accounting Package and Salesforce (or experience in similar Customer Relationship Management programs), Word Press, Mailchimp.

d) The ability to develop and maintain relationships that enhance the work of Alola in Australia and Timor-Leste.

- Demonstrated high level skills in dealing confidently and courteously with people at all levels in all communication including telephone, email and face to face.
- Ability to respond to correspondence including sensitive requests and where English may not be the common language.
- An attitude of facilitating and appreciating individual and community strengths, talents, skills and assets (rather than focusing on problems and needs).
- An approach to international development that is strengths based and developmental.
- A commitment to development from within communities rather than being externally provided.

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- Demonstrated commitment to learning, developing skills and sharing knowledge and information.

c) Demonstrated finance skills

- Experience managing finance tasks including internet banking, receipting, reporting.

Desirable knowledge

- A knowledge of groups and organisations working in Timor-Leste.
- A knowledge of the history and culture of Timor-Leste.

If interested please forward CV and brief cover letter outlining your interest in and suitability for the position to:

Maria Bohan
Chair
Alola Australia

friends@alola.org.au

Applications close on Friday 18 January 2019