POSITION DESCRIPTION – ADMINISTRATION ASSISTANT

Collective Shout Core Statements

Our purpose:	We exist as a grassroots movement against the objectification of women and sexualisation of girls in media, advertising and popular culture
Our vision:	To see a world free of sexploitation, where the objectification of women and sexualisation of girls is "unthinkable"
Our mission:	To bring about cultural change and societal transformation through holding corporations, advertisers, marketers and media accountable for the objectification of women and sexualisation of girls and encouraging corporate social responsibility not to exploit the bodies of women and girls for profit

Ongoing Strategic Aims

Community education and mobilisation:	To raise awareness and move supporters to fuller engagement as campaigners, advocates, volunteers, subscribers, donors and monthly funding partners
Corporate accountability:	To challenge corporations, advertisers, marketers and media who objectify women and sexualise girls to sell products and services
Advocacy campaigns:	To leverage our expanding social media influence to challenge sexploitation
Political influence:	To lobby those with power and influence to bring about necessary social policy and legislative change
Financial sustainability:	To establish a sustainable income and expense strategy

POSITION OBJECTIVES

To perform a variety of administrative and clerical tasks to support the work of the Board, National Operations Manager & Campaign Managers to assist in Collective Shout's general administration activities.

KEY RESPONSIBILITIES

Administration

- Provide administrative support for Board operations (eg generate spreadsheets, gather data)
- Categorise all images sent in to us into their brands folder
- Manage CrimCheck account for police checks
- Complete monthly audits of Collective Shout stock and manage stock control for events

Accounts

- Email supporters following failed recurring payments to obtain updated bank details
- Cancel recurring donations when requested by supporters
- Generate invoices and remittance advice when requested
- Reconcile accounts when requested

Website

- Maintain Nation Builder database including
    - Import or manually enter (when required) data in Nation Builder to ensure field consistency
    - Maintain accurate records of school presentations and school contacts
    - Maintain accurate records of journalists for generating media lists
    - Update data received by auto-replies (eg after email blasts)
- Manage profile tags
- With the assistance of the Board and Operations Manager, prepare christmas card list (& addresses)
- Liaise with Nationbuilder on web site issues
- Maintain web page changes

Internal Stakeholder Manager

- Attend weekly meetings facilitated remotely (eg via skype) by Operations Manager regarding campaigns and daily operations
- Work collaboratively with Operations Manager and Campaign Managers to ensure documentation of key policies, correspondence with suppliers and critical documents is available and organised within the Google Drive

Role

As this is a remote position it is expected that staff will provide and utilise their own office, car, internet access and computer.

A travel allowance is payable for events and presentations conducted more than 5 km from staff home base. This is paid as per schedule below, and requests for payment are to be submitted in a timely manner with your fortnightly timesheet for payment.

Rates per business kilometer (by engine capacity):		
Ordinary engine	Rotary engine	Cents per km
1.6 litre (1,600cc) or less	0.8 litre (800cc) or less	63 cents
1.601-2.6 litre (1,601-2,600cc)	0.801-1.3 litre (801-1,300cc)	74 cents
2.601 litre (2,601cc) and over	1.301 litre (1,301cc) and over	75 cents

Expressions of interest:	Close by 10 March 2017
Pay rate:	$25.00 per hour (including superannuation contributions)
Hours per week:	10
Effective date:	ASAP
First review date:	3 months probation (date TBC)
Review process:	Performance review undertaken by Operations Manager
Contract ends:	30 December 2017
Reports to:	Operations Manager