

Title: Environment Centre Manager

Role: Administrative assistance and campaign support

Location: Mackay Environment Centre, 156 Wood St, Mackay Qld 4740

Reporting: Mackay Conservation Group Coordinator

Description

The position includes bookkeeping, payroll and reception duties, cleaning, as well as support for campaign staff. It also involves website content management, fundraising support, communications and membership management. The successful applicant be supervised by the Mackay Conservation Group Coordinator.

Key responsibilities and duties

Administrative

Part of the job involves basic administrative work. We need a person who is organised and able to ensure that deadlines are met. The tasks involved are:

- Maintaining a registers of members, volunteers, important dates (submission deadlines, special days such as World Environment Day, etc)
- Building maintenance including cleaning and restocking stationery
- Assisting the bookkeeper
- Collating materials for management, members and other meetings
- Researching funding opportunities
- Maintaining electronic and paper based files

Public Outreach

The Environment Centre Manager's role is to ensure that we maintain contact with the public both face-to-face and electronically. We need a person who enjoys meeting people and has well developed oral and written communication skills. Website management experience is highly desirable, however we will offer training in the use of our software.

- Researching and writing short articles for the website and social media
- Responding to general requests for information
- Prepare displays and event stalls
- Following up on volunteer requests
- Website maintenance
- Recruiting volunteers
- Creating and maintaining a database of environmental organisations

Campaign support

- Assist in research as required
- Developing materials to assist the public to respond to environmental issues

Work hours and remuneration

Hours

37.5 hours per fortnight (approximately 0.5 FTE). Work hours can be negotiated.

Salary

Wages will be calculated according to the *Social, Community, Home Care and Disability Services Industry Award 2010* — Social and community services employee Level 4 Paypoint 3. The rate of pay at this level is \$37.51 per hour (\$1406.63 per fortnight). Superannuation will be paid according to the Superannuation Guarantee, currently 9.5% of ordinary time earnings.