**Administration assistant for Member database – volunteer role**

**Reporting to:** Assigned Board member

The Administration assistant works with the assigned Board member on a ‘no surprises’ basis.

**Purpose of Position**

* To maintain the NCWNZ membership database and extract information as required
* To be the person with in-depth knowledge of the database, and to ensure that this knowledge is documented in order to pass on to future administrators

**Key Relationships**:

* NCWNZ Board
* NCWNZ members
* External stakeholders such as Government officials

**Tasks list**

* Update member details in Nationbuilder database
* Maintain lists for communication and other purposes, and provide these on request
* Send out communications to specific groups of members on request
* Use the analytics function of Nationbuilder to provide information to the Board for strategic purposes
* Document the set up and usage of the Nationbuilder database to ensure sustainability of the system

**Person Specifications:**

* Excellent computer skills
* Willingness to learn (training in Nationbuilder database will be given)
* Systematic approach and attention to detail
* Good communication skills
* Commitment to the team