

ADMINISTRATION AND EVENTS ASSISTANT

POSITION DESCRIPTION

The South Australian Science Teachers Association promotes and supports the teaching of science in schools and fosters the professional development of science teachers.

The Administration and Events Assistant will be responsible for the following activities under the general direction of the Executive Officer. The incumbent will also receive support (as required) from the Office Manager and the Marketing, Communications and Events Manager.

The position is full time, 12 month contract for 37.5 hours per week. Due to the nature of the workload, there will be times when the hours per week will be exceeded. Time off in lieu will be provided.

1. Administration

Assist the Office Manager as required with:

- Reception duties.
- Collecting & distributing mail.
- Receiving incoming calls, answering enquiries, screening calls.
- Serving customers who attend the office.
- Ordering stationery and office supplies as required.
- Preparing bulk mailouts i.e. Newsletter, Journal & special mailings.
- Preparing and posting resource orders.
- Stocktaking.

2. Events

Assist the Communication and Events Manager as required with:

- The coordination of professional learning activities, including booking venues, catering, and equipment.
- Registration management (delegate, exhibition and call for presenters);
- Printing/event stationery i.e. signage, nametags;
- Sourcing and when needed packaging event products (i.e. conference gifts);
- Staff registration desk and sell resources at conferences.
- Assist with the development and distribution of attendee certificates and evaluations at the conclusion of events.

3. Oliphant Science Awards

Assist the Office Manager and the Communication and Events Manager as required with:

- Receiving entry fees and manage registrations.
- Printing documents for and collation of judging packs.
- Checking in and checking out of projects using the OSA App.
- Print, sort and send all project labels to be stuck on projects for submission.
- Answering general OSA enquiries.
- Booking event photographers and equipment for Open Day and Presentation night.
- Organising catering for all OSA events.
- Organising the return of left-over entries.
- Other tasks as per the OSA task list.

Person Specification

The following Person Specifications are for the position of Administration and Event Assistant, for the South Australian Science Teachers Association (SASTA).

1. Essential

Qualifications

- Relevant qualification or experience in office administration;

Personal Skills and Abilities

- Enjoy working with people;
- High level of organisational skills;
- Able to communicate in a timely and effective manner
- Effective interpersonal skills;
- Self-motivation;
- Neat personal appearance;
- Able to negotiate, delegate and work under pressure;
- Good time management skills;
- Proficient with Microsoft Office suite;
- Willingness to use and/or learn a range of computer programs (e.g. Trello, Survey Monkey, Campaign Monitor, Canva, Sprout CMS).

2. Desirable

Qualifications/Skills

- Current SA driver's licence.
- Experience working for a not-for-profit membership based organisation
- MYOB.

Experience

- Working with volunteers.

Knowledge

- Education systems (DfE, Independent and Catholic).

The successful candidate would also be required to obtain a valid Working with Children Check.