



## Position Description - Administration and Social Media Assistant

**Position Title: Administration and Social Media Assistant:** Part time (24 hours) fixed term 2 years

**Remuneration:** \$60,000 PA plus super (pro-rata)

**Work location:** Sydney Office

**Reports:** NSW State Director

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### About the Animal Justice Party

The Animal Justice Party has been formed as a response to growing public concern about the neglect of animals and animal protection issues by political parties. It gives a voice to those who cannot speak for themselves. Our values are based around kindness, rationality and non-violence. The Animal Justice Party provides a focal point for voters frustrated by the lack of political action and who feel strongly that much more needs to be done through our parliamentary systems to assist the wellbeing of animals. There is a need for laws and processes which recognise animals' needs, capabilities and interests, whether they are domestic, farmed or wild. The Animal Justice Party also ensures such laws and processes are properly enforced and implemented to achieve genuine justice for animals.

We are a growing Party and now have 5 elected members. Mark Pearson and Emma Hurst in the NSW upper house and Andy Meddick in Victoria's upper house. In November 2020 we had our first 2 local government representatives elected in Victoria, Charlie Vincent and Julie Sloane.

### Administration and Social Media Assistant

This is a broad role with a variety of different tasks - from process driven admin tasks to creative tasks like coming up with ideas and developing graphics. It requires a diverse skill set and would suit a person who enjoys a challenge, has initiative, is adaptable, can learn new tasks and systems, and is self-motivated and driven. We are looking for someone who has excellent communication, IT, organisational skills and graphic design skills. The role will manage the day to day tasks of membership management, social media and will be the first point of contact for email and phone inquiries from the general public, our supporter and membership base.

The position will work closely with the NSW State Director and Media Marketing & Communications Manager. The Animal Justice Party in NSW has a regional group structure, currently there are 13 regional groups, the role will help support the groups with merchandise stocking, stall kits, other admin support and social media support.

Key areas of responsibility	Duties tasks
Administration	Booking of rooms and venues Merchandise - ordering, stock control, distribution, online shop Responding to phone and email inquiries Other admin duties as required Provide admin support to the NSW Committee
Membership	Assisting with Party registration Assisting with member recruitment e.g. member drives

	<p>Managing new member onboarding</p> <p>Managing lapsed members - including phoning lapsed members</p> <p>Assist in the management of Kepla our membership system</p> <p>Assisting with member communication – including using mail chimp</p>
Volunteers	<p>To assist with volunteer recruitment, management, onboarding</p> <p>Ongoing communication and support of volunteers</p> <p>Ensuring volunteer handbook is up to date</p>
Outreach	<p>In conjunction with state director develop a 12-month outreach schedule</p> <p>Run outreach activities – including managing stalls and volunteers</p>
Regional groups	<p>Work with regional groups to support with:</p> <ul style="list-style-type: none"> <li>● Merchandise</li> <li>● Admin support</li> <li>● Stalls and outreach activities</li> </ul>
Graphics	<p>Produce striking and engaging graphics for our social media platforms</p>
Social media	<p>Post on Social media platforms</p> <p>Moderate and respond to comments on organic posts and paid advertising</p> <p>Manage inboxes</p>
Website admin	<p>Assist with updating and managing website</p>
Youth wing	<p>Assist with duties as required for the youth wing e.g. events, membership, general admin</p>

Agreement I have read, understood and agree to comply with this Position Description.

Name: .....

Signature: .....

Date: .....