



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 supporters 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. With currently 13 regional groups, the role will help support the groups with merchandise stocking, stall kits, other admin support and social media support.

Key duties include but are not limited to:

- Manage the day to day functioning of the office
- Manage merchandise - ordering, stock control, distribution – manage online shop
- Produce graphics for Social media
- Support regional groups – room bookings, stall kits, outreach bookings etc
- Responding to online enquiries
- Assisting with membership management, engagement and communication
- Assisting with volunteer recruitment, management and engagement
- Assist with maintaining the AJP NSW website
- Assist with social media management – responding to FB messages, moderating comments
- Assist with the development and implementation of NSW outreach schedule
- Assist with event management
- Assist with administration and functioning of the youth wing

Selection criteria

Essential

- Demonstrated commitment to AJP values
- High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organization
- Well-developed organisation and time management skills
- Attention to detail
- Experience with social media – writing copy
- Ability to produce high quality graphics for social media use
- Experience with WP websites, emailing platforms and campaigning platforms such as Mail chimp or similar, and Action Network or similar
- High level of proficiency in the use of standard software such as the Microsoft Office suite – including Excel
- Experience with organising and participating in outreach activities

Desirable

- Experience working with and managing volunteers
- Experience working with or volunteering with animal organisations

The role is part-time, 2 year fixed-term contract, based in Sydney in a central location accessible by public transport

How to apply

To apply for the position, please email your CV and provide a brief statement addressing each of the selection criteria.

Submit your application to: nsw.director@animaljusticeparty.org. Closing date for applications is **Sunday 3rd January at 5pm.**

If you have any questions, please call our State Director, Louise Ward on 0437 922 318 or nsw.director@animaljusticeparty.org