

<b>Position Title:</b>	Volunteer Engagement Admin
<b>Reports To:</b>	Engagement Officer
<b>Position Type:</b>	Volunteer
<b>Time Commitment:</b>	2-5 hours per week
<b>Location:</b>	Milton, QLD

## POSITION PURPOSE

The purpose of this volunteer role is to support the GIVIT Engagement team. To provide administration support for the recruitment, authentication and registration of charities and services throughout Australia to ensure accurate records are kept for organisations within our GIVIT platform.

## ROLES AND RESPONSIBILITIES

Function	Tasks
<b>Admin Support</b>	<ul style="list-style-type: none"> <li>• Desktop research as needed</li> <li>• Data entry – review and edit existing portal data to maintain data integrity</li> <li>• Provide support with follow up tasks</li> <li>• General admin duties as requested</li> </ul>
<b>Engagement Support</b>	<ul style="list-style-type: none"> <li>• Assist with correspondence to external organisations and contacts</li> <li>• Responding to email enquiries as requested</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Act in ways that advance GIVIT objectives, values and reputation</li> <li>• Follow all instructions and guidelines as directed</li> </ul>

## SKILLS AND EXPERIENCE

- High level proficiency in Microsoft Office including Excel
- Process driven including strong attention to detail and time management skills
- A strong team player willing to 'roll up your sleeves' to get the job done
- Positive and friendly personality
- Excellent oral and written communication skills
- Self-motivated person who works independently and in team environment
- A clear national police check

*“When you join the GIVIT team you become part of the GIVIT community. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination, or bias. If you are looking for a workplace that values your life experiences, passion, and desire to make a real difference in local communities and in Australian lives, then you belong at GIVIT.”*