

Position Title:	Operations Support Officer
Reports To:	Team Manager
Position Type:	Volunteer
Time Commitment:	4-15 hours per week

POSITION PURPOSE

The purpose of this voluntary role is to administer and authenticate incoming requests from GIVIT registered charity users and donations from public donors through GIVIT's online donation management system.

ROLES AND RESPONSIBILITIES

Function	Tasks
Donation Management	<ul style="list-style-type: none"> • Update and approve charity requests for publication on the GIVIT List • Communicate with community services and donors as needed to ensure smooth and timely donation flow
Administration	<ul style="list-style-type: none"> • Identify and unsubscribe email addresses from the GIVIT newsletter • Create and distribute certificates of appreciation to donors • Back up relevant correspondence from GIVIT's internal communication system • Research various data on request from GIVIT team members • Creating purchase orders with suppliers in times of disaster • Seeking and filing invoices • Spreadsheet management for relief purchasing – data entry

SKILLS AND EXPERIENCE

- **High level of accuracy and efficiency**
- Outstanding attention to detail
- Advanced computer skills including Word and Excel
- Excellent oral and written communication skills
- Works independently and in team environment
- Willingness to be contacted and, if available, assist during times of disaster
- Police check required

“When you join the GIVIT team you become part of the GIVIT Family. 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 in the GIVIT Family.”