

JOB DESCRIPTION

Date: January 2023

Position Title: Awareness Month Administrator

Work type: 10 hours per week (0.25 FTE)

Location: Christchurch

Reports to: CEO

Position responsibilities:

- Liaising with ENZ supporters and sponsors.
- Managing and maintaining fundraising platforms.
- Promotion of awareness month fundraising campaigns and events.
- Database entry.
- Dealing with queries on the phone and by email.
- Arranging deliveries and pick up of fundraising items.
- Generating fundraising reports.
- Undertake training and development as directed.
- Carry out other tasks and assignments as may be required from time to time.

Key relationships:

Internal

- Staff
- Volunteers

External

- ENZ membership and followers
- Corporate, foundations, grants, philanthropic and individual donors
- Community groups, schools and other key stakeholders

Other:

- Be aware of and adhere to all Endometriosis New Zealand's policies and procedures.
- Contribute to the overall efficiency and effectiveness of Endometriosis New Zealand.
- Display a high level of initiative, effort, and commitment to Endometriosis New Zealand as it seeks to achieve its strategic goals and vision.

PERSON SPECIFICATION

Qualifications:

Relevant experience.

Knowledge & experience:

- An interest in women's health and an understanding of endometriosis and pelvic pain is desirable.
- Experience in administrative duties.
- Experience with website, platforms and databases.

Skills:

- Good written communication skills with the ability to have meaningful interactions.
- Technically apt with strong IT skills.
- Proven strength in organisational skills.
- Ability to work independently and prioritise tasks, managing own time effectively.

Personal attributes:

- Compassionate and patient
- Collaborator who thrives in a small team environment.
- Has an innate sense of social justice and empathy for others.
- Quickly adapts to change.
- Has enthusiasm and creativity.
- Natural advocate.
- Prides themselves on their professionalism.

Other:

- Current driver's license and own reliable car is essential.