

## **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.

*Finding a way forward with hope and strength.*

## 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.