

LeaDev-Langham Volunteer Programme



Admin Assistant - Volunteer

Position Description

July 2017

Reporting to:

Admin Manager

Working with:

- Marketing Manager
- Fundraising Manager (ED)
- Suppliers and service providers.

Location and hours:

- The work takes place at the LeaDev-Langham office in Grey Lynn.
- It is for a minimum of 15 hours per week.

Commitment Period:

Approximately 3 months.

Background to the role:

The Admin Manager is looking for an organised assistant to take responsibility for some of the regular LeaDev-Langham administrative tasks, to free her time to give greater support to the Executive Director and Marketing Manager.

What we can offer you:

- The joy and satisfaction of using your skills for mission and to help the church in Asia-Pacific grow – you're being a skilled missionary right here in New Zealand.
- A great team to work with, and a fun office environment.
- The opportunity to gain some experience in Administration to add to your CV.
- An outstanding reference at the end of the Commitment Period.
- Active mentoring to grow your Administrative skills (if you would like that).
- Quick training in programmes and skills pertinent to the role (eg: use of MailChimp).
- Training and education in the work of LeaDev-Langham and our Partners.
- Assurance that you won't be out of pocket from doing the work – we will pay for costs incurred to carry out designated tasks.

Tasks & Responsibilities:

1. Undertake routine administration, including:
 - Packaging of marketing and fundraising appeal packs to be sent by post.
 - Liaison with suppliers.
 - Communicate with contacts via phone/email/post to update database details.
 - Mail-merge/email-merge to welcome new contacts.
 - Updating the database on GiftWorks.
 - Printing and collating various office documents, including Board Reports, Order Forms, signup sheets and other regular administrative papers.
 - Daily and weekly filing, answering phones and keeping the office workspace clean.

- Packaging up book orders, couriering and tracking via NZ Post.
2. Be the 'go to' person for supporting the Marketing team with collateral (adverts, notices and promotions) for events hosted by LeaDev-Langham.
 - One-off proposals, letters and promotional packs for key fundraising drives.
 3. Promote the work of the organisation in person, including:
 - Attend exhibitions, Christian conferences, events and church services to promote the work of the organisation and its partners (liaise with event organisers, erect our promotional stand, talk to people about LeaDev-Langham, and motivate them to sign up for our e-news).

Skills and Personal Attributes Required:

- Passionate about the work of LeaDev-Langham, and wanting to make your contribution to mission.
- Able to give attention to detail.
- Good skills in Microsoft Office suite.
- Good phone skills and thoughtfulness to donor care
- Digitally 'savvy' – with the back end of a website; Facebook and other platforms.
- Comfortable working in a fundraising-based environment (yes we do ask for money!).
- Extroverted, confident and comfortable speaking to all sorts of people.
- Very organised, task and deadline driven – able to work to a plan, and sort out your own work load.
- Energetic but able to stay focussed in an open plan office.
- Self-motivated to get things done, and to do a high quality job.
- Willing to take responsibility and ownership for the work you do.
- Able to get the work brief from different people, and work in a team.
- Able to drive and have the use of a car.

If you have any of these, it would help you in the role:

- Experience in not for profit and/or funded organisations.
- Experience in the NZ mission sector.
- Experience living, working or ministering in Asia-Pacific.
- A good eye for beautiful design and/or some design skills.
- Familiarity with MailChimp and GiftWorks.
- Admin experience.
- A sense of humour!

Keen to get involved?

Please email a cover letter and CV (max 4 pages) for attention Sheryl Savill at admin@ldl.org.nz as soon as possible.

Please note that even though this is a volunteer role, we will follow normal candidate recruitment procedures.