

Volunteer Administrative Assistant

Background

Fair Go for Pensioners (FGFP) Coalition Victoria Incorporated is an independent non-profit coalition of community-based organisations and individuals advocating for social justice for 'pensioners' including aged pensioners, single parents and their children, unemployed people, older people in need of housing solutions and other low income groups marginalised by income poverty and inequality.

FGFP seeks to end poverty and inequality and give everyone a fair go at life. Our work is underpinned by human rights and activism, and includes direct action, advocacy, community organising, building the coalition, media, public education and research.

Position description

This volunteer position provides administrative and clerical support to ensure the efficient operation of FGFP Victorian Steering Committee.

Skills/experience

- Office experience as an administrative assistant or equivalent
- Oral and written communication skills
- Accurate keyboard skills & knowledge of software including MS Word, email, spreadsheet, and internet
- Attention to detail, accuracy and problem solving
- Team work and multicultural awareness
- Maintain confidentiality.

Main tasks

Essential

- Attending monthly Executive Committee (EC) and Victorian Steering Committee (VSC) meetings
- Preparing & distributing minutes Executive Committee meetings
- Organising and scheduling appointments and meetings
- Updating and maintaining organisational membership database
- Preparing and sending outgoing mailings including thank you letters & emails
- **Distributing inquiries and incoming work requests.**

Available to attend monthly meetings

Victorian Steering Committee (VSC) meetings are held monthly on the first Wednesday of the month from February to December from **10.30 a.m. - 12.30 p.m.**

Executive Committee meetings are held monthly prior to the Victorian Steering Committee meeting from 9.30 – 10.30 a.m.

Venue for meetings: Australian Manufacturing Workers' Union, 251 Queensberry Street, Carlton South, 3053.

On average this position requires 1-day a week (home/office) plus ½ day monthly attendance at meetings.

If you are interested please send your response to FGFP by Monday 6 February 2017 at: fgfpcoalition@gmail.com