



POSITION DESCRIPTION

Personal Assistant & Office Support

REPORTS TO	CEO/Community Worker and the Board of Holy Fools Inc
LOCATION	Home based (if desired) and at the Holy Fools Inc Office, 5 Currawong Road, Montrose, VIC. 3765
VOLUNTEER HOURS	2 x 5 hour days each week
ROLE PURPOSE	As the volunteer Personal Assistant and Office Support at Holy Fools Inc you will work closely with the CEO/Community Worker in day-to-day operations, events, fundraising and supporting our programs and volunteers.
ROLE RELATIONSHIPS	You will develop close working relationships with: <ul style="list-style-type: none"> • The Holy Fools Inc Board • Our Suppliers and our generous Donors and Partners • Our volunteers • Our CEO/Community Worker
ROLE RESPONSIBILITIES	As a member of the Holy Fools Administration Team in support of our mission, vision and values, your responsibilities are as follows: <ul style="list-style-type: none"> • Abide by all policies and procedures in the Holy Fools Volunteer Handbook while representing Holy Fools on shift, at events, online or at any other time. • Actively engage and utilise Holy Fools technical resources such as the Volunteers Portal • Help train newer volunteers on shift operations, onsite hazards/mitigation strategies and the Volunteer Portal. • Attend team social events e.g. birthday and Christmas celebrations. • Provide day-to-day secretarial and administrative assistance to the CEO, including diary, phone calls, emails, travel and meeting coordination as agreed. • Provide word processing support including drafting correspondence for the CEO to donors, volunteers, and suppliers and supporters • Process general enquiries via phone, mail, email at info@holyfools.org.au • Process orders from our online shop including the printing of invoices, organising delivery/postage etc. • General record keeping including maintaining an up-to-date supplier list, asset/equipment register and any other databases as required. • Provide administrative support to the CEO and Holy Fools organisation in preparing and planning any events such as weekly events and activities, fundraising events, information sessions and other events such as required from time to time. • Ensure adequate stock of office supplies and ordering when necessary. • Ensure filling and office administrative systems are implemented and maintained for optimum performance and support of Holy Fools activities and administrative requirements. • Provide feedback, suggestions and implementation for process improvement as the need arises. • Contributing to the continuous improvement of Holy Fools in order to gain operational efficiencies and improve service delivery. • Any other reasonable duties as directed by the CEO.



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SELECTION CRITERIA

To be considered for a volunteer position with Holy Fools, applications must:

- Demonstrate your personal alignment in line with the characteristics and values of the Holy Fool's team.
- Demonstrate their willingness and ability to engage in clear verbal conversations of a positive and non-judgemental nature with people experiencing homelessness and/or conditions of poverty
- Post secondary qualification or equivalent and a combination of relevant experience and training.
- A commitment and proven ability to provide a high level of customer service.
- A friendly professional manner with excellent written and oral English.
- Proven ability to maintain confidentiality and to apply discretion and tact at all times.
- Excellent organisational skills with a demonstrated ability to prioritise tasks, meet deadlines and administer a growing organisation.
- Ability to comprehend and adhere to all safety and operational procedures.
- Competence in using MAC OS X, Microsoft Office, Adobe Acrobat and related software.
- Accurate typing skills.
- Excellent record keeping and data entry skills.
- Demonstrated ability to work under pressure and juggle competing demand simultaneously.
- Ability to work effectively both independently and as a member of a small team, exhibiting initiative, flexibility, accuracy and a can-do attitude.
- Demonstrate a commitment to Holy Fools and their mission to positively connect communities.

DESIRABLE SELECTION CRITERIA

- Experience in organising workshops, events or similar functions.
- 2 years of similar experience in an equivalent role preferable
- Basic knowledge of finances and accounting systems
- An understanding of, and an interest in homelessness and poverty. Familiarity with relevant work terminology would be advantage.
- a demonstrated understanding of equal opportunity principles.

SPECIAL REQUIREMENTS

- Double-vaccinated
- Working with Children Check
- The successful applicant will be required to satisfy the requirements of a National Police Check.
- One month probationary period