



ADMINISTRATION VOLUNTEER - Role Description

Are you passionate about Australia's National Icon? Do you want to actively participate in being a catalyst for change for the koala? We need you!

This is an exciting volunteer role and is designed to provide support services to the Koala Smart's management and Board of Directors, while working remotely from home or a space of your choice.

This role will play a crucial part in supporting the organization's day-to-day operations, ensuring efficient communication with users, and assisting with various administrative tasks. The Administration Assistant will contribute their time to support our mission of helping koalas through administrative efforts.

For this role, a strong internet and phone connection is required, some degree of proficiency with communication tools such as Teams, and familiarity with the Microsoft Office software. Please note that previous knowledge of koala conservation or natural history is not required. You will be provided with all the required training to excel in the role.

Responsibilities

- Email and Phone Communication
- Administrative Support to Board and Management
- Database Management or Assistance
- Coordinating logistics for meetings or events
- Digital filing
- Collaborating with other team members
- Log your volunteer hours
- Promote Koala Smart
- Attend online meetings as requested
- Provide exceptional customer service

Requirements and skills

- Be over 18
- Passionate about the Environment and Conservation
- Be willing to gain familiarity with Koala Smart's website and resources
- Experience with word-processing software and spreadsheets (e.g., MS Office) or willingness to learn
- Knowledge of online calendars and scheduling (e.g., Google Calendar) or willingness to learn
- Excellent phone, email, messaging, and communication skills
- Excellent organisational abilities
- Ability to work independently or collaboratively within a remote team

Questions? volunteer@koalasmart.org.au