

Office Coordinator - Launceston

The Position

The Office Coordinator is responsible for the smooth day-to-day running of the Launceston campaign centre (LCC). This position will work closely with the Campaign Manager (Tasmania), to ensure the administrative and operational needs of the LCC and volunteers who assist there are met.

Employer	TWS Ltd	Department	Business Operations
Location	Tasmania, Launceston	Level Salary	3 \$54,250 (pro rata)
Tenure	Part time, 12 month contract, with potential for renewal	Hours	15 hours per week
Reports to	State Campaign Manager	Roles reporting to	nil

Responsibilities

Key Responsibilities

LCC general duties

- Greet visitors and provide a positive first impression of The Wilderness Society
- Provide TWS campaign information and product sales to visitors
- Manage telephone and email enquiries
- Update social media twice weekly
- Assist organising film nights, outings and other events in coordination with the TWS Tas community organiser

Administration

- Oversee facility maintenance or repairs (eg; photocopiers, lights aircon WHS etc)
- Liaise with services and providers necessary to keep the LCC operational
- Coordinate stationery and consumables orders and stock for sale
- Manage sales and promotional displays

Financial

- Manage cash and credit sales.
- Do banking
- Provide income details to TWS finance

IT support



- Be the point person for IT and communications support with Myrtec

HR/ Office Culture Support

- Conduct volunteer and office inductions
- Coordinate weekly supporter's meetings through social media and emails.
- Coordinating roster schedules for LCC open hours. The aim is to open the LCC for a minimum of four afternoons a week and longer if there are responsible volunteers available to do this.

Risk Management

- Work Health & Safety - participate in national WHS committee
- Actively participate in the identification and mitigation of risks within the organisation's risk management framework.

Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none">● Excellent communication and interpersonal skills● A background in environment and conservation issues● Ability to manage your time around keeping the LCC open● Ability to work with a wide variety of people● A familiarity with social media	<ul style="list-style-type: none">● An ability to create interesting and attractive shop displays that will enhance the TWS message.

Managing for Performance Process

Formal	Informal and Ongoing
<ul style="list-style-type: none">● Induction (1 weeks)● Probation (3 Months)● Performance Conversation (1 annually)	<ul style="list-style-type: none">● Team Meetings (weekly or fortnightly)● Manager & Employee One on One's monthly