

Position description NZARH Office Administrator

Hours of work: 20 hours per week

Location: Tāmaki Makaurau / Auckland

Salary range: \$25,000 - \$30,000 actual depending on experience and skills (\$50k-\$60k pro rata)



Reports to: President, NZARH

Direct reports: Nil

Financial delegations: TBC

Key relationships

Internal: President, treasurer, volunteers, local groups

External: Members, building tenants

About the New Zealand Association of Rationalists & Humanists

The New Zealand Association of Rationalists & Humanists (NZARH) is a national not-for-profit incorporated society. We've been serving New Zealand's atheist community since 1927. Our purpose is to fight for a secular, rational, science-based and humane society. We have members based across Aotearoa. We're led by an elected council.

Role purpose

The purpose of this role is to ensure the smooth-running of our organisation, library, and back-office functions. The Office Administrator will provide excellent support to our council, members and local groups. They will be responsible for day to day maintenance of our building. Duties include providing excellent customer service to our members, website and social media updates, supporting meetings, document management, coordinating the publication of our journal and newsletter, using Xero, and general housekeeping.

Key responsibilities	Deliverables/outcomes
Administration and day-to-day duties	<ul style="list-style-type: none">• Answering phones• Assisting with scheduling meetings and any set up requirements such as video-conferencing, catering etc;• Organising waste collections, general housekeeping• Liaising with maintenance contractors (e.g. fire alarm system, plumber), and organising building maintenance or repairs when required• Ensuring we're compiling with relevant legislation• Managing and communicating effectively with our tenants• Day to day accounts using Xero for invoicing, issuing receipts etc (training can be provided if needed)
Supporting our Council	<ul style="list-style-type: none">• Ensure we're following our organisation's policies and procedures, and creating new policies where required• Monthly reporting to the Council• Minute taking at our monthly Council meetings

Membership administration	<ul style="list-style-type: none"> ● Updating and maintaining membership records ● Completing the annual membership drive and renewals ● Responding to member enquiries ● Welcoming new members
Events and communications	<ul style="list-style-type: none"> ● Supporting our AGM ● Supporting events held at Rationalist House ● Coordinating the production of our Journal ● Producing our monthly newsletter ● Updating our website and posting social media content
Health and Safety	<ul style="list-style-type: none"> ● Maintaining our Risk Register <ul style="list-style-type: none"> ○ Reporting all accidents, including near misses, whether or not these accidents involve injury ○ Reporting all Health & Safety issues ● Updating and following all procedures within our Health and Safety Policy

Person specifications

Essential skills, experience and attributes:

- Is committed to and has affinity with our organisation's purpose and values; a good understanding of humanism and rationalism
- Minimum of 2 years experience in a similar role
- Good communication skills
- Good computer skills / database management / basic website skills

Desirable skills, experience and attributes:

- Knowledge and experience of the not-for-profit sector and/or membership organisations
- Experience in tenancy or property management
- Experience in routine financial processes, with strong numeracy and financial literacy skills