**Role Description - Living Streets Aotearoa Administration**

**About Living Streets Aotearoa**

Living Streets Aotearoa is the New Zealand organisation for people on foot, promoting walking-friendly communities. We are a nationwide organisation with local branches and affiliates throughout New Zealand. We want more people walkingand enjoying public spaces be they young or old, fast or slow, whether walking, sitting, commuting, shopping, between appointments, or out on the streets for exercise, for leisure or for pleasure.

**Administration role**

As a busy membership-based advocacy organisation, we’re looking for an administrator for around 10 hours per week to work remotely on a contract basis.

Working with our voluntary President, Vice-President, Secretary, and Treasurer, you’ll be responsible for ensuring our membership list and other contact lists are accurate and up to date, sending out annual subscription reminders, welcoming new members, providing resources to members and supporters, supporting our existing branches and local groups and helping new ones to form, keeping our external and internal document repositories up to date, and arranging meetings with external stakeholders and agencies. The role may also involve assisting with the organisation of Living Streets Aotearoa events and campaigns.

An interest in walking, placemaking and sustainable transport would be an advantage. The role is not expected to require travel, but may require occasional evening work.

**Remuneration**

Contract for a flexible 10 hours per week starting at $35 per hour negotiable.

We want this position to be flexible enough to work for both parties.

**How to apply**

Please send us your CV and cover letter to jobs@livingstreets.org.nz. Please note, while applications close Sunday 10th September 2023 we will be reviewing applications as they are received and may progress with suitable applicants before the application closing date. So please apply as soon as possible if you are interested in this position.

*To be considered for this position you must have a legal right to live and work in New Zealand.*

**Core tasks**

**Membership**

* following up on membership renewals
* preparing donation receipts
* encouraging new memberships
* creating and distributing a welcome pack for new members
* keeping the register of members up to date in our CiviCRM system
* responding to enquiries from members and supporters

**Contact lists**

* reviewing and updating Living Streets Aotearoa’s existing contact lists
* maintaining these lists

**Website**

* keeping LSA website up to date and uploading new content as required
* becoming skilled in managing our website

**Branches/local groups**

* keeping in contact with existing branches and local groups
* answering queries and supplying resources
* supporting new branches and local groups to form

**Meetings**

* Arranging and scheduling meetings for Exec members, as needed (e.g. with agencies, politicians, other groups)
* Taking notes at meetings, if needed

**Possible additional work areas**

* Assisting with the organisation of LSA national events
* Providing administrative support to LSA campaigns
* Finding opportunities for LSA to gain funding for projects and research

**Experience, skills and capacities**

You’ll need:

* access to a computer and reliable Internet
* to be familiar with the Google suite of software tools, especially Google Docs, and to have Microsoft Word or an open-source equivalent
* experience with Drupal and CiviCRM systems would be an advantage, but is not essential. Training in the specific web and membership system software LSA uses will be provided.
* strong oral and written communication skills
* good problem-solving skills
* the ability to prioritise competing work priorities
* the ability to work collaboratively with LSA officeholders and members

Previous experience working for community groups or not-for-profits is an advantage, but not essential.