

Volunteer Office Administration Officer

LES TWENTYMAN FOUNDATION

- Challenging, meaningful and rewarding Volunteer role
- Based in the lively and multicultural inner-western suburb of Footscray
- 1 day a week (5-6 hours), Preferably Tuesday, Wednesday or Thursday

ABOUT US

This is a challenging, meaningful and rewarding role working with one of Victoria's most well-known youth organisations.

Founded by the legendary youth worker Les Twentymen OAM, the Les Twentymen Foundation has been providing crucial support for young people and families for more than 30 years. Our grass-roots programs cover education, sports, counselling and employment pathways for at-risk youth.

Our purpose is to provide positive intervention and support to enable young people to reach their full potential.

ABOUT THE ROLE

This hands-on role is part of a small team of close-knit professionals who are passionate about supporting at-risk youth. We are looking for an enthusiastic and talented Volunteer to join our team to assist with the office Admin duties.

Skills/Requirements:

- Work with the team to understand what the essential tasks are and how to implement the changes into our Mailchimp application.
- Some previous experience with Mailchimp and CRM management is preferred but not essential.
- Experience with Adobe and designing marketing material.
- Basic knowledge of computer and basic clerical experience including updating forms, entering data into database, printing, scanning, copying, creating labels, designing forms and invitations.
- Some manual tasks such as helping the team with sorting donations.
- General office and reception duties.
- Interest in supporting our community.

People from Aboriginal and Torres Strait Islander descent, as well as Culturally and Linguistically Diverse backgrounds, are encouraged to apply.

The Les Twentymen Foundation is a child safe organisation and all children who come into contact with their services will be provided with a welcoming and safe service.

The volunteer position is subject to National Police check, Working with Children Check, and COVID - Vaccination Confirmation.