



Role description: Administration Support Assistant

This role requires a volunteer to help the team keep on top of our administration requirements.

In all that we do, NNC is committed to social justice and belonging. We want to create a more vibrant, inclusive and equitable community.

The primary purpose of the Administration Support Assistant Volunteer position typically involves a variety of tasks aimed at helping support all teams with their general administration needs.

Time Required:

- The equivalent of a few hours per week (Monday – Friday). This could be a longer time every fortnight.

Key attributes and requirements:

- Commitment Newtown Neighbourhood Centre's values of promoting a fair and inclusive community.
- Excellent communication and interpersonal skills.
- A friendly disposition and approachable nature.
- Ability to engage with people of all ages and from all backgrounds.
- Adaptable to different environments and situations.
- Capacity to stay calm under pressure and ask for help or advice if needed.
- Willingness to undertake and attend training days if required.
- Able to commit to an allocated shift once a week or fortnight.
- An interest in current affairs and social justice issues.
- A commitment to adhere to NNC's privacy and confidentiality policies.

Duties:

- General scanning/filing/shredding
- Data entry
- Compile Information Packs for clients
- Letterbox drop of events/programs
- Printing program/event brochures
- Support information sheet updates for Drop-in Hub
- Clearing/Cleaning centre storage areas
- Laminating program/event brochures
- Event administration internal & external
- Other ad hoc tasks as required

Other duties may include:

- Vehicle checks for our fleet.
- Volunteering at events (depending on your availability).
- Support different programs if need assistance.

Reporting procedures:

- Operations Manager and Operations Coordinator

Required hours:

- Minimum 3 hours per week.

Safety Requirements:

- Newtown Neighbourhood Centre endeavours to highly restrict the use of chemicals of a hazardous nature. Any substances brought onto site must be approved by the Operations Manager or Operations Coordinator.
- Abide by all NNC WHS policies and procedures under the direction of your direct supervisor.

Working Requirements:

- Working with Children Check
- NSW Police Check

Contact: apply at the following link [MyImpactPage - Application Form - Newtown Neighbourhood Centre Volunteering](#)

Or, contact vita@newtowncentre.org for any questions