

Position description

Title	Administration officer
Type	Part-time casual, with hours depending on skills and availability
Location	Aotearoa New Zealand – working remotely
Salary	\$35 NZD per hour with hours to be agreed

WHO WE ARE

The **Environment Institute of Australia and New Zealand** (EIANZ) is a not-for-profit professional association for environmental practitioners. We support practitioners throughout their careers, from students and early careers to experienced and certified practitioners, through to retirement. We harness the expertise of our members to progress environmental practice and advocate to improve sustainability outcomes.

We have a certification scheme that recognises ethical and professional practice which assures government, industry and the community of practitioners' professional standing. Our members and certified practitioners have specialist knowledge and skills in environmental systems, processes and solutions. They bring passion, ingenuity and creativity to their work.

The EIANZ comprises an Australian Chapter and New Zealand Chapter. The Australian Chapter has divisions in each state and territory. The New Zealand is a single division with branches in the major centres of Auckland, Wellington and Christchurch, a branch that covers the Manawatū area, and branch covering the Marlborough and Tasman area known as Top of the South, and a Far South branch. Find out more about the New Zealand Chapter [here >](#)

ABOUT THE ROLE

The New Zealand Chapter provides services to members across Aotearoa New Zealand including professional development and networking opportunities to environmental practitioners, both in-person and online. The Chapter is growing and now needs someone that can provide administrative support to its volunteer committee to help run its meetings, engage with its members, and assist them in providing quality and relevant events to practitioners. Initially this be around 7hr per week role. Hours could be increased as events and other services expand.

What you will do

- Provide secretariat support to the New Zealand Chapter Committee (Chapter), including scheduling and administering meetings, taking minutes, administering the

committee's action list, assisting in the preparation of the Chapter newsletters and administering events.

- Work with volunteer event organisers across Chapter branches to provide administrative support for event activities including setting up events on the EIANZ website, managing the registration process, communicating with attendees, securing and working with venues on event set-up and delivery, running the event and reporting on outcomes.
- Work collaboratively with the Central Office team to ensure the service agreement between the Chapter and Central Office is effectively implemented.
- Work with the Institute's finance officer to effectively support the management and administration of the Chapter's financial accounts.
- Support the Chapter Committee in effectively communicating with members, including through newsletters, the EIANZ Annual Report, the Institute's website and social media platforms.

WHAT WE ARE LOOKING FOR

Selection criteria

- Proven administrative skills and experience, preferably working in a not-for-profit setting.
- Good written and verbal communication skills with the ability to build collaborative relationships.
- Strong attention to detail.
- Strong organisational and time management skills and the ability to be responsive and flexible.
- Proven ability to work well both autonomously and in a team environment.
- An ability to take personal accountability for your work.

WHAT WE VALUE & HOW WE WORK

- EIANZ is an equity employer and requires that all staff and volunteers behave in a way that is respectful and courteous. The Institute does not tolerate bullying or harassment.
- EIANZ acknowledges and values social diversity and people from culturally diverse backgrounds.
- EIANZ offers genuine flexibility including work-from-home options and the ability to timetable your work hours.
- EIANZ offers a professional, friendly, and collaborative work environment.
- This position will work directly with a passionate and engaged volunteer committee and with our Central Office team - a small group that is welcoming and supportive.

HOW TO APPLY

If you think this job is for you, please email your CV, response to the selection criteria and a cover letter to office@eianz.org by Monday 2 May at 5:00pm AEST. Please note, we'll be assessing applications as they come in and may interview and appoint before they close.

To find out more about us, visit our website at www.eianz.org.

If you'd like to find out more about the role, contact Nicole Brown, Executive Officer on AU
+61 3 8593 4142 | NZ +64 9887 6972 or at Nicole@eianz.org.