



AUSTRALIAN NETWORK for PLANT CONSERVATION INC

Volunteer Administration Officer – Position Description

Do you have skills and experience in office administration, including financial processing, record keeping, word processing, databases and spreadsheets? If so, we would greatly appreciate your help running our national office of the Australian Network for Plant Conservation located at the Australian National Botanic Gardens. Gain valuable experience working for a national non-profit organisation, and at the same time help improve Australia's environment!

A volunteer position at the Australian Network for Plant Conservation (ANPC)'s National Office is now available on a part-time basis **one to two days per week**, time negotiable.

Background

The Australian Network for Plant Conservation (ANPC) is a non-profit incorporated body comprising government and non-government institutions, botanical gardens, researchers, educators, land-managers, community groups and individuals with an interest in and commitment to plant conservation. More information on the ANPC including its Mission and Constitution is available at www.anpc.asn.au.

The ANPC's National Office is based in the Crosbie Morrison Building at the [Australian National Botanic Gardens](#). Volunteers receive a free annual parking permit for the Gardens and free annual ANPC membership!

What we can offer you:

- An opportunity to increase your skills, confidence and employment prospects.
- Valuable experience working for a national non-profit organisation.
- Experience in using various computer software packages.
- Administration and organisation skills.

Specific Duties:

- Office administration.
- Financial processing and recording.
- Liaising with ANPC members and suppliers.
- Maintaining membership records including processing membership applications and renewals.
- Administrative support for workshops, courses and conferences.
- Administrative support for committee meetings and the Annual General Meeting;
- Organising printing, distribution and sale of publications.

Desirable Qualities:

- Good level of literacy.
- Good oral and written communication skills.
- Computer skills (eg. word processing, emailing, internet, website updating, databases, financial systems)
- A good working knowledge of Accounting Software (Xero).
- Well developed time management skills and can work without direct supervision when required.

Please email your expression of interest with your CV to ANPC Business Manager, Jo Lynch at business@anpc.asn.au by **Friday 9 March 2018**, or by post to:

Australian Network for Plant Conservation Inc.
GPO Box 1777
Canberra ACT 2601

If you would like more information on this position, please contact Jo on 6250 9523, Wednesday to Friday between 10am and 2pm.

21 February 2018