



AUSTRALIAN NETWORK for PLANT CONSERVATION INC

Volunteer Administration and Communications Officer – Position Description

Do you live in or near Canberra with an interest in plant conservation? Are you looking for some volunteer work while studying or during retirement?

A volunteer position at the Australian Network for Plant Conservation (ANPC)'s National Office is now available **one day a week** on **Thursdays from 10am to 2pm** or **Fridays from 1:30pm to 4:30pm**.

Bring your skills, personality, ideas and experience to help us work more effectively towards promoting and developing plant conservation in Australia.

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!

Who would this position suit?

Anyone who is thinking about a career in the environment sector including botany, project management, science communication and education, and publishing.

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.
- Scientific writing and publishing skills.
- Exposure to Australian plant conservation issues and projects.

Specific Duties:

- Office administration.
- Marketing and promotion.
- Website updating and maintenance.
- Membership – assisting new and existing members, updating database etc.
- Editing and production of [Australasian Plant Conservation](#).

- Helping to organise conferences and workshops, including the [12th Australasian Plant Conservation Conference](#) to be held 12-16 November 2018 in Canberra.

Desirable Qualities:

- Good level of literacy.
- Computer skills (eg. word processing, emailing, Internet, Wordpress, databases, financial systems, Mailchimp, social media).
- Well organised 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 2 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.

8 February 2018