



WOMEN'S FEDERATION
FOR WORLD PEACE AUSTRALIA

Skilled Administration Assistant

Name of organisation:	Women's Federation for World Peace, Australia
Address:	42-46 Bartley Road, Belgrave Heights, 3160, VIC
Municipality:	Yarra Ranges

Contact for this role:	Anne Bellavance
Position in organisation:	President
Where would you like expressions of interest/referrals to be directed to?	Email: contact@wfpaustralia.org
	Phone: (03) 5968 2664

Volunteer job title:	Skilled Admin. Assistant
Venue/ address of activity:	Venue varies depending on the event/activity. Online work possible.

Number of volunteers needed:	2
Role description:	<p>WFWP Australia is committed to support women, engage youth and environmental sustainability. We have several Global Development and Aid projects within Australia and the Pacific Island nations of Oceania, enabling thousands of women to access educational opportunities and gain skills to better support their family and livelihood.</p> <p>Within Australia, WFWP undertakes social impact activities that foster peace building, multi-culturalism, and bringing diverse communities together, using an education with values approach.</p> <p>The Admin. Assistant role will give you the opportunity to:</p> <ol style="list-style-type: none"> 1. Work with the National President and the leadership team a team of WFWP Victoria and connect with national and regional teams. 2. Work with an international NGO to gain internship and mentoring experience that will augment your Resume. 3. Undertake secretarial work such as: phone calls and outreach, sending out emails, community engagement, reception during face-2-face events, website assistance, newsletter assistance, general duties such as minute taking during meetings, updating files by using IT software such as Excel Spreadsheets, Access Databases etc.
Qualification/skills required:	Organised, friendly, a good listener, confident, confidence using IT software, enthusiastic, wanting to help and volunteer, ready for a challenge, good communication skills, and has initiative. Beneficial skills would be outreach and communication.
Other requirements:	We are seeking a young professional or student who is looking for experience in the field, OR a retired professional who wants to give back to the community. We are seeking a volunteer who is willing to commit more long term rather than a few months.
Volunteer duties:	<p>As an admin. assistant, you are a person who has creative experience in writing and editing OR has excellent English and IT skills and loves organising and updating documents.</p> <p>It is essential to have your own laptop, suitable software, and good internet access. You will be asked to work efficiently, professionally, diligently and follow through with tasks in a timely manner.</p>
Age range: <i>(If required for insurance purposes)</i>	Above 18 yrs.

Requirements <i>(please tick all that are relevant)</i>	
Driving licence/Type? - Yes	Working with children's check – Yes if no police check
Heaving lifting - No	Medical check - No
National police check – Yes, if no working with children's check.	Traffic check - No

Commitment: <i>(please tick)</i>	
One-off – an event (no)	Regular – less than 6 months (no)
Regular – more than 6 months (yes)	One-off – a few hours (no)

Time/ days required for this role:	<p>Ongoing: Work at various times each week depending on your available hours and days each week. This position requires flexibility to complete ongoing weekly updates.</p> <p>You are welcome to work from home but need to be willing to attend meetings via zoom, or face to face with the WFWP VIC team each week.</p>
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This role is suitable for: <i>(please tick all that are relevant)</i>		
Centrelink Volunteers - yes	Families with children - yes	Work experience - yes
Groups of 10 or more - no	Online and remote volunteers – yes/no	Travelling volunteers - no
People learning English – no	People with disability - yes	Younger volunteers (14-18) - no
Skilled volunteers - yes	Wheelchair access - yes	Other: have a car and live in the outer East of Melbourne VIC