



# JOIN THE SOUTHERN EDGE ARTS TEAM

## Job Opportunity for a ADMINISTRATION ASSISTANT

**12 hours per week – Kinjarling Albany**

**Flexible hours between Mon - Thurs**

**Some availability during SEA workshop program (3-6pm) preferable**

This is an admin role like no other! Southern Edge Arts is a non-profit youth arts organisation. We are seeking an enthusiastic, organised person to undertake customer service, data entry and cleaning tasks at our workshop facility within PCYC, 77 Sanford Rd, Albany.

Join our fun and welcoming team as we create a safe and supportive place for young people to be creative, take risks and encourage each other.

The successful applicant will be 18 years or older have a high level of computer literacy, be able to solve problems, work independently and be a friendly and confident point of contact for young people and families.

To apply please send a cover letter addressing the selection criteria and your resume to Megan Turpin, General Manager, [admin@southernedge.org.au](mailto:admin@southernedge.org.au).

**Deadline for applications: close of business Monday 12 September 2024**

### SELECTION CRITERIA

#### Essential

- Competent in Microsoft Word and Excel
- Competent in using Google Suite (eg: GDrive, Gmail and Google Calendar)
- Willingness to undertake cleaning tasks to maintain our workshop spaces
- Experience providing excellent customer service
- Experience performing data entry tasks with careful attention to detail

#### Desirable

- Experience with Xero accounting software, Jotform, MailChimp and Wix (or a willingness to learn)
- An interest in creativity and the arts

### JOB DESCRIPTION

#### Statement of duties:

- Under direction of General Manager and Artistic Director undertake a wide range of administrative tasks and general office duties such as: customer service, reception, responding to enquiries, filing, data entry, enrolments and maintaining SEA facilities.
- Process payments through EFTPOS/Cash and issuing receipts, filing receipts, documents and membership forms.
- Respond to enquiries of customers, members and families in SEA office, via email, messenger and over the telephone.
- Manage SEA membership register.
- Collect and collate media clippings
- Assist in maintaining SEA website and social network pages.
- Contribute toward keeping members informed through notes, newsletters and other communication.
- General cleaning and tidying of workshop spaces and office.
- Assist with SEA productions and performances as needed.
- Other duties as required.

