



Administrator Role

The Biology Educators' Association of New Zealand is seeking a part time administrator to help the executive build the capacity of our network.

Start date: ASAP

Hours: Approximately **8 hours per week**, flexible hours (likely to be more some weeks and less others)

Term: Approximately **52 weeks**

Remuneration: **\$35 per hour** (gross)*

*you would be paid as an independent contractor who invoices BEANZ for hours worked.

Outline of Possible Responsibilities (to be negotiated):

- Assist the executive with general administrative tasks
- Organise, attend and keep minutes for executive meetings (online)
- Keep members of the executive accountable for actions agreed during meetings
- Draft, proof and edit documents for the BEANZ executive
- Manage communications within the BEANZ network (e.g. prepare and distribute our newsletter)
- Assist with member inquiries, new registrations, registration issues (by email)
- Collect and process data from / about our network (e.g. prepare email polls)
- Assist our treasurer with bills, invoicing and reimbursement claims
- Manage applications / contractors engaged by BEANZ
- Other tasks may be negotiated

Our ideal candidate would be...

- Highly organised, flexible, motivated and show initiative
- Proficient with word-processing, email and web-based applications
- Have some familiarity with the education sector (e.g. an ex-teacher or school lab technician)
- Have some experience with the day-to-day administration of a non-profit organisation
- Willing to learn how to use our website, membership portal and email distribution platform

Interested?

Please send a brief CV to biologynz@gmail.com along with your;

- Name
- Address
- Contact phone number

Applications close November 1st