

Job title: Volunteer Admin Assistant

Location: Sydney

Time Commitment: Part time, looking for a 1 year commitment.

Position Type: Volunteer

Category: Support Role

Expected time commitment: 4 hours + per week

Short Description

Do you have a heart for children and are passionate to help them? ChinaHeart is seeking a volunteer Admin Assistant. The role is to maintain our database records and help with general admin tasks.

The role is based in Sydney working from our office in Punchbowl.

Full Position Description

ChinaHeart has been serving in China for over 10 years. Our passion is to help see change for China's orphans and children living in poverty, 1 by 1.

Through our sponsorship & support programs we are:

- Helping rural village children stay in school
- Fostering children from orphanages in loving environments and preparing them for their Forever Families
- Providing & supporting programs for children living with physical & intellectual challenges

We are an Australian Christian based not-for-profit mission and development organisation.

Duties may include:

- Maintaining our database records enabling us to successfully keep in touch with our supporters.
- Adding new supporters and team members to our database.
- Helping with mailings occasionally
- General activities that will support the promotion of ChinaHeart, especially relating to child sponsorship

Areas of Knowledge, Skills and Abilities you'll need:

- Ability to use internet browser software
- Basic capability with programs such as Microsoft Word and Excel. We will train the successful applicant in the use of our online contact software.
- Ability to manage own workload with limited supervision.
- Good verbal and written communication skills.
- Although not necessary, proficiency in Mandarin would be helpful

To discuss this role please either call us in Sydney on 9533 4096 or email admin@chinaheart.com.au