



CONTRACT ROLE

ADMINISTRATOR

Te Puku o Te Ika Outrigger Canoe Association (TPOTI) is looking to fill a part-time contract position for an administrator, to support the TPOTI executive in their work.

This may suit a person with office administration experience but looking for part-time contract work.

HOURS OF WORK:	Approximately 120 hours per year (roughly 2 hours per week in the off season, more between October and January).
TERM:	12 months, reviewed at 6 months.
RESPONSIBLE TO:	Te Puku o Te Ika Executive President
RENUMERATION:	Contract \$3,000 per annum paid on achieving key milestones
TRAINING:	Full training will be provided where necessary

If you are interested, please contact Rebecca Boyce on 027-4261120, or send your cover letter and CV to tpoti@wakaama.co.nz

Applications Close: 14 August

POSITION DESCRIPTION: ADMINISTRATOR

The administrator provides assistance and support to the Te Puku o Te Ika executive committee.

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KEY TASKS

Meetings	<ul style="list-style-type: none">• Providing secretariat support if required
Website	<ul style="list-style-type: none">• keeping the website up to date• posting notices from clubs and events (eg event results)
Accounts	<ul style="list-style-type: none">• keeping contact lists on xero.com up to date• assisting with affiliation processes
Events	<ul style="list-style-type: none">• maintaining the regional calendar• gathering contractor quotes• booking venue and equipment• posting event notices on the website• regional regatta pre-event support for the Executive• implementing feedback process
Other	<ul style="list-style-type: none">• responding to general duties as directed by the Executive• assisting with the development of funding applications for (i) events, and (ii) to help fund an increase in hours for office administration• calling for and receiving nominations for committees and other positions for the AGM

SKILLS AND EXPERIENCE

Required

- administration skills, ability to work independently and collectively with small teams
- good oral and written communication skills
- IT skills, word processing, email management via gmail, and ability to use the internet, and have an ability to learn and develop new computer skills
- Ability to prioritise
- Internet access and a computer (please note there will not be a separate allowance to cover internet access)

Useful

- knowledge of Te Puku o Te Ika operations, its constitution, and strategic plan
- appreciation of the Treaty of Waitangi and familiarity with te reo and tikanga Maori
- knowledge of online accounting programme xero, and website management via weebly, or willingness to learn