



AUSTRALIAN PARENTS FOR CLIMATE ACTION

POSITION DESCRIPTION - FUNDRAISING & ADMINISTRATIVE ASSISTANT

Australian Parents for Climate Action (AP4CA) is Australia's leading voice for parents and carers on climate change. Parents are a large trusted constituency of society, with strong political and economic power and the moral responsibility to protect their children. We empower and mobilise parents to advocate for Australian governments to implement the solutions required to ensure a safe climate so that our children can live safe, healthy, full lives. We are a small, rapidly-developing organisation with passionate and engaged volunteers and supporters online and in 30 local groups nationwide. We take a non-partisan, family-friendly, relationship-building approach in order to engage those not currently active on climate issues.

Position Details

Position title:	Fundraising & Administrative Assistant
Employment type:	Casual Contract
Reports to:	Chief Executive Officer
Location:	Remote
Time commitment:	14 hours per week
Pay rate:	\$40 per hour + super
Duration:	2 months approx
Start date:	May 2021

About this Position

The Fundraising & Administrative Assistant will support the Chief Executive Officer (CEO) with tasks relating to the management and development of AP4CA's fundraising program, as well as a variety of other administrative tasks that support the smooth running of the organisation. A good knowledge of (or ability to learn) online systems such as Nation Builder or other online databases, internal communication tools such as Slack and Asana, and engagement tools such as Humanitix and Eventcreate is required to succeed in this role.

As all our team work remotely, you will communicate with the CEO, other AP4CA team members and volunteers by email, Slack, phone and Zoom meetings. You will need to use your own internet connection, device and workspace.

Roles and Responsibilities

- Managing the grants and fundraising calendar to track applications, reporting and other responses required to potential and current funders.
- Tracking, monitoring and occasionally delivering communications with individual donors



AUSTRALIAN PARENTS FOR CLIMATE ACTION

- Monitoring and reporting on fundraising results
- Raising invoices to funders and managing the payment process
- Assisting with updating and monitoring online tools for fundraising and database management, such as Nation Builder, Eventcreate, donorfy
- Managing and updating other communication tools including Zoom, Asana, Slack and Google Workspace (Google Forms, Docs, Sheets etc)
- Supporting the organisation of occasional fundraising and campaign events, including booking venues and catering and administering other event logistics
- Administering the occasional sales of merchandise such as AP4CA t-shirts
- Other administrative tasks as requested by the CEO

Required Skills

- Excellent skills with using and learning to use online software tools
- Strong database management and reporting skills
- A self-starter who can work alone or as part of a team
- Ability to manage your own time well to get the job done

Desirable Skills

- Event management and logistics
- Fundraising and/or marketing and communications experience

Bonus points for:

- A passion for climate justice and public participation in supporting positive solutions.
- A strong understanding of the everyday experience of parents, their time pressures and looking after children of different ages.
- A team player who is always endeavouring to be a positive force within an inclusive workplace environment.
- Being a politics nerd, or experience working in the media industry.
- Experience managing projects and/or campaigns.

AP4CA does not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity or disability. If this role speaks to you, you could be the perfect person for the job. Formal education, qualifications and extensive experience matter less to us than excellence, initiative and drive.

How to apply

Please send a brief note (less than 200 words) covering your suitability for the role along with your CV to info@ap4ca.org with the subject line: "Admin and Fundraising Assistant". Application will be assessed on a rolling basis.