



FASD-CAN
Fetal Alcohol Spectrum Disorder
Care Action Network

Training & Event Administrator

15 hours per week

FASD-CAN is extending its training and event opportunities to provide for our community and contribute to an FASD-informed Aotearoa. This position, being based remotely, could suit a carer or parent while their tamariki are at school.

We require someone with the following skills, technical ability and experience for 15 hours a week. Days, hours and remuneration will be negotiated with the CEO.

Skills required:

- Demonstrated, proven experience in coordination and administration, including the maintenance of accurate records, preparation and distribution of documentation.
- Strong organisational skills to support the organisation and execution of programme events and meetings, ensuring they run smoothly and efficiently.
- Skills in Office – including Word, Excel, Outlook & Teams, PowerPoint, SharePoint and Zoom.
- Interpersonal skills – a proven ability to deal with a wide range of people.
- Proactive problem-solving – the ability to identify issues before they arise and take initiatives to address them effectively.

The ideal candidate:

- Has solid written, verbal, and digital communication skills.
- Demonstrates good time management and administrative skills with the ability to meet deadlines.
- Can show initiative and collaborate.
- Can handle multiple responsibilities.

Some of the tasks undertaken will be:

- Responding to enquiries
- Travel bookings

- In-house IT support and knowledge of Word, Excel, Outlook & Teams, PowerPoint, SharePoint and Zoom
- Running ZOOM and other online training.
- Survey management
- Webinar administration and support
- Event administration and support
- Training administration and support
- Online Support group administration and support
- File management
- General administration support for the FASD-CAN CEO and Team as needed to support our Senior Administrator.

How to apply

Please send your CV and a covering letter to Paige via email: admin@fasd-can.org.nz

Deadline: 5pm 26 February 2026.

Questions? Please contact Paige on 027 383 1061.

“With shared strength, guidance and wisdom, those with FASD CAN grow and achieve”

