



# Australian Veterinary Environmental Alliance

Climate | Sustainability | Biodiversity

## ADMINISTRATIVE VOLUNTEER/S

<b>Volunteer Title</b>	Administrative Volunteer
<b>Salary</b>	N/A - Volunteer Position
<b>Time Commitment</b>	Flexible — we welcome volunteers who can offer as little as 1–2 hours per week, and those who can do more. We are looking to build a small team so that the load is shared, coverage is flexible, and no one person carries too much.
<b>Duration</b>	Ideally, a minimum 6 month commitment
<b>Location</b>	Flexible
<b>Reports to</b>	Board Chair, or Volunteer Co-ordinator once appointed

### About Australian Veterinary Environmental Alliance

The Australian Veterinary Environmental Alliance (AVEA) is an Australian registered charity (ABN 16 636 944 191) that mobilises veterinary professionals to address climate change. Our charitable purpose is to inspire the veterinary industry to advocate for and achieve climate action — within our industry and beyond.

We are a small, mission-driven organisation operating with a lean volunteer and contractor model, guided by a passionate Board and supported by a growing community of specialist volunteers. Formerly known as Vets for Climate Action (VfCA), we are excited to be entering a new chapter — with a renewed focus on building a sustainable, impactful alliance for the veterinary profession.

### About the role

Behind every thriving organisation is someone who keeps things ticking. As part of our Volunteer Administrator team, you'll play a quiet but vital role in keeping AVEA organised, responsive and running smoothly, freeing up our Board and program volunteers to focus on the work that drives our mission forward.

We're looking for multiple volunteers, each contributing what they can each week. Some might show up every Tuesday morning; others might step in during busy periods or around key program dates. However you're able to contribute, (maybe a couple of regular hours a

week or occasional support when things get busy) we'll find a rhythm that works. Together, you'll make sure nothing falls through the cracks.

## **What You'll Do**

### *Communications & Correspondence*

- Monitor and respond to general enquiries via AVEA's shared inbox, escalating matters where needed
- Draft routine correspondence, acknowledgements and follow-up communications on behalf of the organisation
- Help maintain a consistent, warm and professional tone in all external communications

### *Record Keeping & Administration*

- Maintain accurate and up-to-date organisational records, including contact lists, subscriber databases and volunteer registers
- Support document management across Google Workspace, ensuring files are well-organised and accessible
- Assist with data entry, spreadsheet maintenance and general administrative tasks as required

You won't be starting from scratch. We have existing templates, resources and processes to help you hit the ground running.

## **About You**

We're looking for people who are committed, organised and genuinely want to help keep things on track and running smoothly. You might be an experienced administrator, a student, or simply someone who wants to put their skills to good use for a cause they care about. Whatever your background, we'd love to hear from you.

Ideally, you will be:

- Organised and detail-oriented — able to manage tasks, track follow-ups and keep records accurate and tidy
- A confident written communicator — able to draft clear, warm and professional correspondence
- Tech-comfortable — at ease with Google Workspace (Gmail, Drive, Docs, Sheets) and email platforms
- Proactive and self-managing — able to work independently and use good judgement about what needs attention
- Values-aligned — with a genuine interest in climate action and care for animals, people and the planet

---

## **To Apply**

Send a brief expression of interest to Board Chair Dr Catherine Harper: [chair@vfca.org.au](mailto:chair@vfca.org.au)