

Administration Assistant

If you would like to work part-time with a small team of committed people making a difference a position is available within the VFF Farm Tree & Landcare Association (FTLA). The position will be for aims to support the Landcare volunteers who do the work on the ground. The position is for initially for twelve months, three days per week and will be ongoing subject to funding.

The FTLA is an independent incorporated association governed by its members, hosted by the Victorian Farmers Federation. The FTLA has evolved to cater for groups and individuals involved in Landcare, tree planting and similar land management and conservation activities. Established in 1986 at the start of Landcare, the FTLA currently has over 500 Member Groups, including Landcare, Farm Tree, Climate Action and Friends Of groups etc.

Reporting to the FTLA Executive Officer you will assist with administration tasks involved in the running of the Association and its member groups including correspondence, mail outs, data entry, phone surveys etc. You will also be needed to respond to member inquiries, update the websites and assist with events. A commitment to customer service is a vital part of the role.

To be considered for this role you must possess:

- Relevant qualifications/and or experience
- Strong organisational skills with an ability to manage competing priorities in a busy and high-pressure environment
- A commitment to customer service
- Attention to detail
- Excellent communication skills
- A motivated and proactive approach to work, with above average computer skills
- Ability to work in a small team

Desirable qualities include:

- Involvement with or knowledge of Landcare or other volunteer community movement
- Experience with grant applications or project acquittal
- Experience with event management

The salary for this position (full-time equivalent) is \$41,860 plus Superannuation.

The closing date for this position is Tuesday, 16 March 2010.

To submit your application in strict confidence, please apply online using the appropriate link below. Alternatively, for a confidential discussion or position description, please contact Susi Johnson on 03 9207 5527.

For more information on the VFF Farm Tree & Landcare Association please see our page on the Landcare Gateway website <http://www.landcarevic.net.au/vff-ftla>.