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| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | Administration Officer Vacancy | | |  |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | The CALSAC Committee invites interested applicants to apply for the position of Administration Officer.  Please distribute this to anyone that may have an interest in this role.   Send your applications (no longer than 2 pages) addressing the selection criteria and addressed to   Danae McGregor CALSAC President [admin@calsac.com.au](mailto:admin@calsac.com.au) ***Applications are due Thursday 18th March by 5pm*** ****CAL.S.A.C. Inc – ADMINISTRATION OFFICER****Clerical Award Rates Approximately 6-8 hours per week November to April can increase up to 10 hours a week and May to October reduce to 4-5 hours a week   Flexibility essential in hours worked (some weekends and evenings required) A set time during the week in the office as well as flexibility of working from home. Immediate Start   The Administration Officer becomes an officer of the CAL.S.A.C. Committee as per the Constitution. Current Working with Children Check will be required.    ****JOB TASKS & RESPONSIBILITIES****   * Attend all CAL.S.A.C. Inc Council meetings and take minutes of meeting -Meetings are held after hours. * Update and maintain register containing membership and qualifications of all Financial Members. * Set up and maintain any other registers as required by CAL.S.A.C. Inc. * Co-ordinate and administer all ACFCC requirements. * Handle enquiries regarding coaching membership. * Set up online programs to receive seminar and course fees and forward information to Treasurer. * Collate Income/expenditure documents and forward to the Treasurer * Maintain and update all stationery supplies. * Organise seminars and mini conference including venue and presenters for Coach updating requirements. * Prepare E-newsletters/correspondence using Mailchimp * Update and maintain Website * Handle all CALS.A.C. Inc. correspondence as directed by the Council. * Perform any other duties as required from time to time by the CAL.S.A.C. Council. * Produce electronic cards for coaches   **SELECTION CRITERIA**   * Must be available for some after hours work (weekends and evenings) * Must possess good communication skills * Must have a strong desire to be involved in the management of CAL.S.A.C. Inc. * Should have to desire to be actively involved in furthering the knowledge of all registered Calisthenics Coaches * Should possess the ability to plan, co-ordinate, delegate and where necessary take control of activities relative to the position * Must have initiative and the capacity to work without supervision * Must have previous administration experience * Must have computer and word processing skills using Microsoft Word, Access, Excel and Outlook * DESIRABLE REQUIREMENT – experience using Facebook Pages and updating Websites. | | |  |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | |  | | | | | | | |  |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | |  |  | | | |