

JOB DESCRIPTION

Job Title Membership, Pā Trustees Support & Communications Officer
(30 hours weekly)

Reports to Chief Executive Officer/Pouwhakahaere, TRoNM

Roles and Responsibilities:

Carrying out general reception duties, including phone answering, greeting TRoNM members and office visitors, responding to general enquiries, administering merchandise sales and collecting and recording mail.

Handling and processing all membership enquiries, address changes and new applications, administration of member database

Delivering regular and one-off communications to members via e-mail and face book, updating website content, Mutunga App and iwi events calendar.

Co-ordination, promotion and administration of education grants and scholarships

Preparation of event and publicity material including placing advertising.

Providing administration support for Urenui Pā Trustees, including actioning mail, taking and managing bookings for Urenui Pā including inductions & after use inspections within office hours.

Compiling board papers and uploading into Convene for Urenui Pā Trustees meetings, and taking minutes at meetings if required (within office hours).

Handling all banking, invoices, processing of payments for Urenui Pā Trustees, and data entry into Xero accounting system and production of Management Reports.

Any other duties that TRoNM may reasonably require you to undertake.