

Position Description: Operations Coordinator

Position Title: Operations Coordinator

Location: South-East Queensland (flexible)

Salary: \$33.41-\$37.35 per hour + superannuation

Hours of Work: 28 hours/week (flexible)

Reports to: Executive Officer

Employment: Part-time on a 24-month contract from January 2025.

Probation: A probationary period of 3 months applies

Our Organisation

Friends of Parks Queensland is the leading community environment not-for-profit organisation supporting volunteers across Queensland's national parks. Our mission is to build, connect, and support conservation volunteers across Queensland, while championing our own engagement and conservation projects. A small but dynamic organisation, we are focused on building relationships with and supporting our member groups (local "Friends of Parks" groups) across Queensland through a range of activities and events in partnership with Queensland Parks and Wildlife Service.

Purpose of the Position

The Operations Coordinator the main administrative support role in FOPQ, coordinating a range of critical administrative, operational, and communication services. The Operations Coordinator maintains Friends of Parks Queensland's office systems and procedures, updates our website, assists with social media, and undertakes bookkeeping. The Operations Coordinator supports both staff and volunteers, including our member groups or local "Friends of Parks" groups across the state.

Key Responsibilities and Duties

Reporting to and supporting the Executive Officer, the Operations Coordinator is responsible for ensuring that all administrative tasks are completed accurately and in a timely manner. The Operations Coordinator provides information and support to the Executive Officer, and also the Management Committee, Senior Ecologist and member groups in implementing FOPQ's activities, events and grant administration requirements. As the Operations Coordinator and main administration person in Friends of Parks Queensland, you will have responsibility for the following:

- Perform a variety of day-to-day administration and operational services including record keeping, answering enquiries, arranging appointments, correspondence, processing incoming and outgoing mail and email, and ordering and arranging purchase of supplies and equipment.
- Administer day-to-day financial matters, including preparing wages, processing payments and orders, receipting, banking, reconciling invoices for payment, providing financial and performance reporting
- Maintain the FOPQ website and social media platforms
- Organise meetings, venues, events, materials and equipment as required
- Prepare minutes of meetings, documents, reports, forms, newsletters, memorandums, notes and reports as required
- Organise travel and accommodation as required
- Refine work operating procedures within the organisation for staff and volunteers
- Communicate with internal and external stakeholders (e.g. member groups, partners, Traditional Owners, QPWS&P staff)
- Support the Executive Officer in the preparation of grant applications, as required.
- Provide support to member groups with administrative needs as required
- Coordinate or support fundraising initiatives
- Other duties, consistent with the duties and responsibilities of the position as directed by the Executive Officer.

Essential:

- At least 3 years' experience in an administrative or operations role
- Experience in digital communications
- Experience in preparing financial statements, updating budgets, and payroll
- Able to work independently and as part of a small team
- Attention to detail
- Strong communication skills across diverse stakeholder groups
- The ability to prioritise and manage a dynamic workload
- Proficiency in Microsoft Office suite

- Experience in updating and maintaining a website in WordPress or a willingness to learn
- Passion for the natural environment

Desired:

- Experience working in a member-based not-for-profit organisation
- Experience in generating engaging content for a digital audience
- Fundraising experience or a willingness to learn
- On-ground conservation experience (voluntary or otherwise)
- Familiarity with Xero and Canva
- Experience with Work Operating Systems e.g. Monday, Buffer, Asana, Google Suite.
- Diploma or Certificate of Business, Communications, or Project Management

Selection Criteria:

SC1. Demonstrated knowledge of administrative policies, practices and procedures, and financial processes (e.g. bookkeeping, payroll)

SC2. Ability to manage multiple tasks, prioritise work demands and meet deadlines with a high level of precision and accuracy

SC3. Capacity to coordinate office administration systems and contribute to the effective operation of a team providing quality services to the management committee and member groups

SC4. Proficiency in use of Microsoft Office Suite and in maintaining web and social media sites

SC5. Demonstrated interpersonal and communication skills (both written and oral).

To apply:

Please send a current CV and cover letter addressing the selection criteria to jessica@friendsofparksqld.org by 4pm AEST Thursday the 19th of December 2024. If you would like to discuss the position further, please email jessica@friendsofparksqld.org.