

Administrative Assistant (Volunteer), Specialist Hub

About Rotary South Pacific

Rotary South Pacific is implementing an innovative pilot program which demonstrates a new governance structure for Rotary in our part of the world. The pilot is specific to our zone; responsive to what our members see as important and viable to revitalise Rotary in Australia, New Zealand and the Pacific Islands for the future.

About the Specialist Hub

One of Rotary South Pacific's key initiatives is the Specialist Hub, a website which connects members or clubs with Rotary specialists on various subjects.

<https://specialisthub.rotarysouthpacific.org/>

About the role

This role is a vital part of the Specialist Hub success. The administration role will help keep the database up-to-date and ensure that help tickets are actioned and closed out in a timely fashion.

Key Responsibilities

- Follow up help tickets to ensure that they are actioned in a timely manner and closed out
- Develop and maintain documentation for database processes and procedures.
- Assist the Specialist Hub Lead with administrative support
- Manage user accounts and permissions
- Generate reports from the database for inclusion in Rotary South Pacific reporting

Expected Skills and experience

- Basic Excel skills including graphs and reporting
- Basic MS Office skills including Teams
- Strong organisational skills
- Good communication and organizational abilities
- Desire to learn something new

Expected time commitment

- Forecast is approximately 1-2 hours per week, with more initially as you get up to speed.
- Further time may be required for generating reports and managing user accounts.
- Attendance at one monthly team meeting for approx. 1½ hr is required.
- Commitment is initially for one year.

Express your interest

If the description outlined above sounds like you, we'd love to hear from you.

Express your interest by emailing volunteers@rotarysouthpacific.org, and include relevant details about:

- Your Rotary Club
- Your skills and experience in this area.