

Friends of the Earth Ireland - Volunteer Role Description

Administration Assistant

September 2020

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Our organizational culture

Friends of the Earth is an environmental justice organization whose mission is to campaign and build movement power to bring about the system change we need for a just world where people and nature thrive.

We are trying to change the world on a shoestring and in the face of opposition from powerful vested interests. So we need committed, energetic people on our team. We work collaboratively to advance the organization's goals, values and mission. And we look out for each other as best we can.

We are a small, nimble organization. This means there'll be plenty of opportunities to learn and develop new skills. It also means you'll need to be flexible and you'll be expected to get stuck in and do whatever tasks are required to ensure that work is completed on time and to the highest standards possible. No matter what your role is within the organization you'll need to answer phones, deal with routine office tasks and, crucially, wash the dishes and put out the bins.

The Role

Administration Assistant will provide crucial support to the Friends of the Earth team, helping with day to day tasks and activities across all campaigns and areas of work.

Responsibilities:

- Monitoring general email inboxes, handling queries from the public and directing queries on to relevant team members
- Support campaigns and projects in organising events and workshops, transcribing forms and educational materials, outreach and logging sign ups
- Support Head of Finance & Operations to file receipts for project tracking and reporting and create digital copies for audit trail
- Support fundraising activity such as packing and sending donor gifts and direct mail from the office and making phone calls to supporters on occasion
- Support Communications Circle by tracking and logging media activity

Accountability and support: You will report to the Head of Supporter Care & Communications and Head of Finance & Operations and receive adequate support and supervision.

Requirements:

- Able to multi-task and juggle multiple projects and communicate reliably about them
- Good communications skills, friendly manner
- Understanding of the importance of confidentiality and compliance to GDPR
- Ability to work on your own and part of a team

- Experience with Google Suite: Gmail, Google Maps, Google Drive, Google Apps (sheets, docs, slides, etc.)
- Experience with Microsoft Office Suite: Word, Excel, PowerPoint
- Fluent spoken and written English

Desirable:

- Previous experience in a secretary or customer service role
- Familiarity with internal communications platform Slack

Terms and Conditions:

Post duration: This post is a rolling volunteer position; we ask that you commit to six months.

Hours per week: Maximum of 10 hours per week. The distribution of the hours across the week is flexible by agreement with management.

Location: The position is remote but administrator may be asked to come to the office at 9 Upper Mount Street in Dublin to complete office based tasks every so often, where it is safe to do so and only where the volunteer feels comfortable.

Benefits:

- Friends of the Earth will provide all necessary equipment to fulfil this role including stationery and laptop if required and feasible depending on location
- Friends of the Earth will pay for transport to event venues in order to fulfil tasks assigned
- Friends of the Earth can provide a small contribution to support costs related to working from home (i.e. internet, electricity) depending on organisational resources
- Participate in team planning days and join public activities and events, this includes attending staff gatherings such as Christmas lunch, summer picnic and other events through the year
- Opportunity to learn and develop skills within a small and growing organisation
- Opportunity to learn and contribute to the environmental movement
- Friends of the Earth is happy to provide references for paid employment

To Apply: send your CV with a cover letter to volunteering@foe.ie by September 11th 2020