**SOUTH AUSTRALIAN GENEALOGY & HERALDRY SOC. INC.**

**SCHEDULE 1: POSITION DESCRIPTION**

**Position Title:** **ADMINISTRATION OFFICER**

**Responsible To:** **General Manager**

**Award:** **Clerks SA Award**

**Special Conditions:** **Permanent Part-Time Position**

1. **Background of the Society**

1.1 The South Australian Genealogy & Heraldry Soc Inc. (SAGHS) (the Society) has been in operation since 1973. The Society is a non-profit incorporated association of approximately 4000 paid members that provides reference material, research facilities and services to assist in the pursuit of genealogical and family history research.

1.2 The Society maintains a reference library of over 30,000 books and more than 50,000 microfiche, provides numerous research databases and internet access from a network of computers, undertakes projects to increase its index holdings, holds courses on genealogy and provides a research service primarily to members as well as others with an interest in family history.

1.3 The management of the business and genealogical operations of the Society is provided by the elected Council. The General Manager and staff, provide a range of administrative and support services, together with Society volunteers, who provide a range of skilled genealogical services.

* + 1. SAGHS activities and programs are driven by its Strategic Plan 2021-2024 which are led by its

Visionto be the leading South Australian provider of information and facilities to enable members to research their family histories.

**2. Role of the Administration Officer:**

* + 1. The role of the Administration Officer includes, but is not limited to:
  + Processing financial payments;
  + Performing financial end of month reconciliation;
  + Updating the membership database;
  + Assisting posting social media content and internet based communications;
  + Answering customer and membership enquiries;
  + Providing administration support to staff, committees and Council;
  + Providing support to the General Manager

**3. Expected Outcomes of the Position**

The Administration Officer will contribute to the future viability and ongoing significance of the Society by working collaboratively with the administrative staff and key volunteers.

4. **Skills and Experience**

* Well-developed customer service skills;
* Well-developed oral and written communication skills with internal/ external customers; colleagues and Management;
* Demonstrated experience conducting bookkeeping including end of month finance reconciliation tasks;
* High level of keyboard and computer skills including experience working with MYOB (Account Right), MS Office suite, and ideally membership databases;
* Working with volunteers;
* Some knowledge of genealogy and family history research.

1. **Key Selection Criteria**

* Demonstrated administrative/clerical skills with a minimum typing speed of 20 WPM;
* Demonstrated experience working with MYOB;
* Demonstrated experience conducting financial end month reconciliation tasks;
* Microsoft Office (Word, Excel, Outlook), and membership databases;
* Ability to manage multiple deadlines and multi-task at a rapid pace;
* Familiarity with current social media and communications tools;
* Demonstrated ability to trouble shoot, diagnose and attend to basic computer IT issues;
* Demonstrated exceptional customer service skills;
* Demonstrated experience working with volunteers;
* Experience assisting with project and event coordination;
* Demonstrated awareness of genealogy and family history research (Desirable).

**5. Special Conditions**

5.1 The special conditions associated with this position include the requirement to:

* undertake an initial 6 month probation period;
* Working 28 hours per week within office hours;
* No leave during 4 weeks (mid-June to mid-July) over the end of financial year period.

**6 Remuneration**

The level of remuneration will be based on the Clerks SA Award Level 3- 5 dependent on skills and experience.