

## **JOB DESCRIPTION**

### **Events and Administration Coordinator Multiple Sclerosis Auckland**

**RESPONSIBLE TO:** General Manager  
**HOURS:** 25 hours per week

#### **ORGANISATIONAL BACKGROUND**

Multiple Sclerosis Auckland is dedicated to its mission of *Connecting today, Inspiring tomorrow*. It provides information, support and advocacy for Aucklanders impacted by Multiple Sclerosis. A registered Charity and Incorporated Society, it has served the Auckland community for 60 years. Much of MS Auckland's work is undertaken by volunteers.

The role is Monday-Thursday 8.30-3pm/4pm or as agreed. It is based at our Takapuna offices with some capacity for working from home.

#### **POSITION OVERVIEW**

This is a unique and exciting opportunity for someone to use their event coordination skills to make a difference in the lives of people living with MS. Whether the event objective is fundraising, increasing general awareness, community building or informing, events are an integral 'face' to Multiple Sclerosis Auckland; and essential for the MS community and the sustainability of our work.

The Events & Administration Coordinator will ensure the smooth and effective running of the office and team. It entails administration, website maintenance, reception, meeting organisation including minute taking. Our CRM is central to all that we do and used daily by all team members. The role will be involved in management of the CRM.

The successful applicant will be highly organised, enjoy working collaboratively and also driven to work autonomously. They will enjoy the excitement of planning and successfully executing events, and creating positive results through fundraising and/or community building. They will embrace our organisational values of trustworthiness, warmth and whanaungatanga (whānau centric), and love 'doing good'.

The key objectives of this role are:

1. To plan, organise, execute and evaluate a range of events as planned throughout the year
2. To ensure seamless and positive organisation of MS Auckland and a positive experience for all
3. To provide administrative support to the General Manager, Fundraising & Comms Exec and wider team

#### **KEY TASKS**

	<b>Tasks</b>	<b>Expected Outcomes</b>
--	--------------	--------------------------

1	Event coordination (approximately 60%)	<ul style="list-style-type: none"> <li>• Organise and assist with major fundraising and awareness events and campaigns (around one each quarter). This includes planning marketing, promotion, logistical coordination, successfully and within budget; executing events successfully; and conducting post event reviews</li> <li>• Coordinate and assist with smaller community-based information and support events, both in-person and virtual</li> <li>• Liaise with and coordinate event volunteers to help make events successful</li> <li>• Liaise with event supporters and suppliers in conjunction with the General Manager</li> <li>• Engage with team regularly regarding events including providing updates at team meetings</li> </ul>
2	Administration (40%)	<ul style="list-style-type: none"> <li>• Reception duties, answering phone, general email enquiries and greeting visitors</li> <li>• Website maintenance and troubleshooting</li> <li>• Maintain CRM (Infoodle)</li> <li>• Reconcile Xero and code appropriately</li> <li>• Receipt monies received</li> <li>• Office orders for stationery, office supplies and consumables</li> <li>• Format our monthly e-newsletter and send to our subscribers</li> <li>• Send out the quarterly magazine via post and email</li> <li>• Reporting – gathering necessary information to assist the General Manager for reports</li> <li>• Assist the General Manager and wider team as required</li> <li>• Develop content for regular community communications (newsletter, magazine), especially pre- and post-event and to encourage donations</li> <li>• Plan and maintain digital platforms (website and social media) with event related content</li> </ul>

### **Essential skills**

- 2+ years' experience in an events and/or administration role
- Attention to detail
- Highly organised
- Proven organisational and time management skills
- Strong 'people' skills with the ability to communicate, relate and build positive relationships
- Excellent written communication
- A proven team player
- A quick learner and self-starter

### **The ideal person for this role will also have**

- A background in working or volunteering for Not for Profits
- Strong database experience and robust IT skills, including Microsoft Office suite, WordPress, CRM, Xero, Canva
- Experience in planning and managing social media
- Experience in coordinating peer-to-peer fundraising

### **Personal qualities**

- Professionalism
- Open and friendly communication style

- Empathy and warmth
- Desire to help people living with Multiple Sclerosis
- Driven and energetic

**Working relationships**

- MS Auckland team
- Volunteers
- Suppliers
- Event supporters
- MS Auckland members and wider community