

SYNCHROWA SPORT OFFICER: Commencing early February 2019 (or by negotiation)

SynchroWA seeks the services of a dynamic person to assist our board as a SynchroWA Sport Officer. This part-time position will involve assisting the board members with various key administrative duties and online communications.

Applications close: **4.00pm, 24 January 2019.**

DUTIES OF A SYNCHROWA SPORT OFFICER

Under the direction of the Board of SynchroWA, the Sport Officer will:

- Assist with the administration tasks leading up to various SynchroWA events, including but not limited to Skills testing, Competitions, Workshops, Come & Try's and the Big Sync's.
- Liaise with the Board Secretary in the preparation of Agenda's and take accurate Minutes for our Board meetings held every 4 to 6 weeks.
- Distribute approved Minutes and other information related to the SynchroWA board to our community and clubs.
- Monitor the general SynchroWA email account, distributing information to the relevant people or helping with general enquires.
- Under the guidance of the Board Treasurer, transfer the SynchroWA accounting information from MYOB to XERO.
- Liaise with the Board Treasurer in the management of the SynchroWA Financial package including day to day operations, payroll, reconciliation of accounts, preparation of quarterly income and expenditure statements, budget comparisons and end of year accounting.
- Assume overall responsibility for the regular maintenance of the SynchroWA website and social media content.
- Maintain the SynchroWA calendar, create Events and organise the online payment system.
- Assist with the preparation of media articles.
- Design, prepare and organise the printing of advertisement or information materials.

Qualifications, Knowledge and Skills:

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- Relevant qualifications and experience in business administration
- Excellent organisational skills
- Availability to attend Board and other relevant meetings and functions as required.
- Experience in webpage maintenance and social media platforms.
- Creativity and experience in designing pamphlets, advertisements and media releases.
- Proficiency in the use of accounting software (MYOB and XERO).
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- Advanced computer skills - Microsoft Office (Word, Excel, Access and PowerPoint) and WordPress software (website program)
- Ability to work autonomously
- Good written and verbal communication skills with excellent attention to detail
- An ability to prioritise and multitask to deliver results within strict deadlines
- Ability to demonstrate sound judgment
- Ability to maintain confidentiality

- Ability to liaise with personnel at all levels

Job Type: Part-time (2 days a week)

Education:

- Post-secondary studies preferable.

Location:

- Perth (mostly home office)

Driver's Licence:

- Australian