



Administrative Support Volunteer

About Holistic Therapists Australia Inc.

The HTA is part of the self-regulatory framework governing the ethical practice of counselling and psychotherapy. In addition to ensuring that our members meet any statutory requirements the association in its capacity as an industry Peak Body promotes and advocates styles of psychotherapy that have regard to the physical, mental, emotional and spiritual dimensions of experience and may utilise integrative and spiritual methods of healing.

Context

Holistic Therapists Australia Inc. is an organisation that in an administrative sense is highly integrated electronically. This arises through the centrality to the organisation of the Wild Apricot membership management software service and its integration with Paypal. Traditional Executive roles and accountabilities need to be re-imagined in order that the efficiencies of electronic integration are supported.

The position of Administrative Support has been created to perform a range of critical tasks that have a clerical and/or administrative focus. These may be associated with either the membership or financial functions. In addition, the position supports the Executive by arranging meetings and acting as the Minute Secretary.

The position will be a bank account signatory with purchasing authority.

Duties

1. Contribute to membership management process by applying routine clerical document management skills, including mail-merge and label printing, printing and mailing.
2. Contribute to financial management and reporting processes by regularly transferring funds from Paypal to the bank account and carrying out bank reconciliation on transferred funds.
3. Make arrangements (including venue and meals) for 4-6 meetings for the Executive annually together with an Annual general Meeting and ad hoc electronic meetings.
4. Prepare and circulate Agendas and Minutes of meetings.
5. Mutually agreed additional duties of an administrative nature.

Selection Criteria

The successful candidate will:-

1. Be able to effectively contribute to the co-operative operation of a team with shared responsibilities.



2. Have a self-perception as a conscientious worker and recognise their attention to detail as a highly valued attribute.
3. Possess well-developed skills in the use of routine office software.
4. Ideally have an interest in the mental health or allied/alternative health professions.

Time required: On average 15 hours/fortnight, but with occasional peaks

Remuneration: Voluntary, with a capacity for reimbursement of personal expenses

Application: Provide a summary document (Word or PDF) of how your qualifications, skills and experience meet the position's Selection Criteria. This should be emailed to recruitment@hta.org.au by close of business **9th June**.