



## POSITION DESCRIPTION

**Position:** Team Assistant  
**Accountable to:** Secretary SMSA  
**Dated:** 17 June 2022

**Role:**

To provide a broad range of support to the Secretary and more regularly to other team members comprising; the Marketing & Events Coordinator, Venue & Building Services Coordinator and Library Manager.

<p><b>Primary Tasks</b></p>	<p><b>Secretary</b></p> <ul style="list-style-type: none"> <li>• Assist with preparation of Board papers and general administrative functions.</li> <li>• Updating Secretary’s calendar and appointments.</li> <li>• Manage internal team events including bookings &amp; catering.</li> </ul>
	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>• Assist in the production of events for both members and venue hirers. This will include planning and set-up/pack-down of venues, taking photos, organising catering and recording attendances for ticketed events.</li> <li>• Basic event marketing support: web and social media updates, and listing events on various external sites.</li> <li>• Filing of event related materials for the archive, e.g. posters, flyers, etc.</li> <li>• Assist in the management of Members’ Groups and activities.</li> </ul>
	<p><b>Marketing &amp; Communications</b></p> <ul style="list-style-type: none"> <li>• Assist Marketing &amp; Events Coordinator with promotion of membership, events and venue hire facilities.</li> <li>• Prepare copy for publication, both in electronic and hard copy media, and proof read general material as required.</li> <li>• Assist with the following, in line with the School’s style guide:             <ul style="list-style-type: none"> <li>○ Updating the website;</li> <li>○ Preparation of eNews; and</li> <li>○ Creation and printing of posters, flyers and other outputs using Canva.</li> </ul> </li> <li>• Publicise and promote SMSA talks and events by:             <ul style="list-style-type: none"> <li>○ Posting event details monthly with online event listings websites;</li> <li>○ Identifying and emailing interest groups; and</li> <li>○ Media releases to targeted media organisations.</li> </ul> </li> <li>• Assist with social media content planning and posting activities.</li> <li>• Assist in sourcing images and management of the image library, including basic Photoshop use.</li> <li>• Website maintenance, including support and assistance in redesign.</li> <li>• Assist with market research.</li> <li>• Online promotion of 3rd-party client events that may be of interest to members.</li> </ul>
	<p><b>Reception &amp; Venue Hire</b></p> <ul style="list-style-type: none"> <li>• Provide back-up for Reception and Venue Hire, including as required:             <ul style="list-style-type: none"> <li>○ Responding to telephone calls and assisting with counter enquiries;</li> <li>○ Entry of booking information into Artifax;</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Assisting with viewings of SMSA venues by potential hirers;</li> <li>○ Assisting with producing &amp; distributing daily venue information in lifts, etc.;</li> <li>○ Assisting with room set-up and pack-down;</li> <li>○ Management of the systems for programming of lifts and controlling the air-conditioning system.</li> </ul>
	<p><b>General Administrative Tasks</b></p> <ul style="list-style-type: none"> <li>● Provide administrative support as reasonably requested by other team members.</li> <li>● Become familiar with basic Library tasks (e.g. check-outs and returns) so as to be able to provide back-up cover for Library staff if required.</li> </ul>
<b>Key Strengths</b>	<ul style="list-style-type: none"> <li>● Excellent customer service attitude as demonstrated by a friendly, approachable and helpful manner via both phone and face to face engagement.</li> <li>● A positive, proactive, can-do attitude in taking initiative and identifying gaps with minimal supervision.</li> <li>● Team-oriented and eager to learn and develop skills.</li> </ul>
<b>Required Skills</b>	<ul style="list-style-type: none"> <li>● A team player able to assist in varied tasks including light manual work for events.</li> <li>● The ability to organise and prioritise tasks in an effective and efficient manner.</li> <li>● Proven ability to work autonomously and take initiative.</li> <li>● Excellent verbal and written communication skills.</li> <li>● Strong attention to detail.</li> <li>● Sound working knowledge of Microsoft Office, including Outlook, Word and Excel.</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>● Copywriting skills – ability to independently draft promotional material.</li> <li>● An eye for design with knowledge of basic design software e.g. Canva.</li> <li>● Experience in updating websites (e.g. WordPress or similar).</li> <li>● Exposure to event management software and experience working on events.</li> <li>● Experience in managing social media accounts for business purposes.</li> </ul>

**Code of Conduct**

All staff are required to comply with the SMSA code of conduct.

**School Policies**

All staff are required to conform to the current policies of the School.

**Work Health and Safety:**

Take all reasonable measure to ensure the health, safety and welfare of fellow employees, members and visitors.

**Equal Employment Opportunity:**

Take all reasonable measures to ensure the prevention of harassment or discrimination of members, visitors and fellow employees as required by law.

Signature \_\_\_\_\_

Date \_\_\_\_\_