



Office Support Position Description

Sustainable Gardening Australia is an independent not for profit organisation contributing to sustainability through gardening. It seeks to protect the natural environment, encourage local healthy food production and build community connectedness

Location and hours

Bulleen in Victoria or on the internet via the Cloud. Hours as mutually convenient

Commitment

This can be flexible but it is important that you stick to the commitments you make. (If you tell us it is variable, we know where we stand and your help is still appreciated) It takes time to prepare work programs and others might be committing their time assuming you are in.

There can be an element of try us out before committing.

Working Directly With

Involvement & systems coordinator and admin staff

Key Relationships

SGA subscribers and constituency

Role Purpose

- To provide general office and organisational support and help in developing our office systems.
- To excite and enable as many people as possible to get gardening and living more sustainably and connecting with nature.

Specific Tasks

- General Office administration, answering phone, checking mail
- Data Entry, maintenance and development of database.
- Support with SGA's general activities. E.g. Support in preparation for events, managing garden information, web developmental work etc.

Possible Additional Responsibilities

- Tell us what you love doing or want to learn. We will endeavour to tailor your work accordingly e.g. you would love to learn more about an area of sustainable gardening, we might be able to blend your work to provide learning opportunities.
- Assist with documentation and management of SGA policies and procedures
- IT support if you had these skills.

Skills and Personal Attributes

- Self organizing and some office administration.
- Working knowledge of Microsoft office. (Access database would be a bonus)
- Passionate about the environment