

POSITION DESCRIPTION

POSITION TITLE:	Moonlantern Festival Administration Assistant
WORK HOURS/DAYS:	Either 1 day a week for 12 weeks before festival or given a timeline for specific tasks. The Festival will be held on Saturday 18 September 2010
LOCATION:	Richmond Housing Estate 106 Community Hall, Cnr. Lennox and Elizabeth St, North Richmond.
REPORTS TO:	Moonlantern Festival Coordinator
ACCOUNTABLE TO:	Moonlantern Festival Coordinator, Volunteer Program Coordinator and CEO.

Organisational Environment

North Richmond Community Health (NRCH) is a community based and managed health service. NRCH is committed to providing high quality and culturally appropriate health, social and welfare services, particularly to clients of non-English speaking backgrounds, newly arrived migrants, refugees and asylum seekers. These services provided by NRCHC are delivered in a developmental framework with an emphasis on direct health care and health promotion.

Moonlantern Festival

Moon Lantern Festival is a contemporary adaptation of the traditional Chinese and Vietnamese ritual which brings family and friends together to celebrate the harvest.

Position Objectives

The position will contribute to the achievements of the organisation's aims and objectives by;

- Community cultural development through partnership with artists and with culturally and socially diverse communities.

Key Duties and Responsibilities

- Co-ordinate letters and invites to VIPs, funding bodies, schools etc
- Organise translation and photocopying for information pack/program/ resident letters
- Collect relevant logos and assist publicity officer with advertising workshops
- Create templates for receipts/volunteer lanyards

Requirements

- Previous administration experience
- Interest in working in Culturally and Linguistically Diverse (CALD) environment and/ or community development
- Good communication skills
- Organised and efficient
- Able to work to deadlines

Accountability and Supervision

Day-to-day supervision is provided by Moonlantern Festival Coordinator. Overall supervision is provided by the Volunteer Program Coordinator.

Other Conditions

- Volunteers will attend the Program during hours as agreed between the Volunteer and the Moonlantern Festival Coordinator.
- In the case of inability to attend a rostered session, the Volunteer will undertake to contact the Moonlantern Festival Coordinator or Volunteer Coordinator at least 48 hours prior or as soon as possible whichever is the earlier.
- All position descriptions are open to periodic review by Management in consultation with staff concerned.
- Due to the resources required for training it is preferable that prospective volunteers commit to the agreed timeframe.
- North Richmond Community Health provides a smoke free environment, including within Centre cars and buses.
- The successful applicant may be required to perform other duties as directed, in accordance with training, skills and experience.

For other conditions which cover all workers of the organisation please refer to the NRCH Policy and Procedures Manual.

NOTE: THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO UNDERGO A POLICE CHECK AND A WORKING WITH CHILDREN'S CHECK WHERE REQUIRED.

NRCH IS AN EQUAL OPPORTUNITY EMPLOYER

NRCH IS A SMOKE-FREE WORKPLACE

For further information regarding this position please contact:

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