

# VOLUNTEER POSITION PROFILE

## Event Office Assistant (Sydney based) – Volunteer Job Description (unpaid)

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**REPORTS TO:** NSW Event & Community Fundraising Assistant

**DURATION AND LOCATION OF ROLE:** August to end November, 1-2 days per week, Sydney Office  
Hours and days are flexible

### PRIMARY PURPOSE:

Redkite provides real support to children, young people and their families through cancer. August-November is Redkite's peak events season and we require a volunteer to assist the events team with general event administration.

### DUTIES AND RESPONSIBILITIES:

- General administrative support for events eg receipting, mailouts, follow up phone calls
- Data entry for a range of projects
- Event management support
- Collation of materials for events
- Research for events

### KEY COMPETENCIES:

- Strong administration skills
- Confident phone manner
- Excellent written and interpersonal skills
- Good attention to detail
- Strong computer skills (word, excel, email)

### PERSONAL ATTRIBUTES:

- Team Player with a "can do" attitude
- Dynamic and enthusiastic

### EXPERIENCE:

- Excellent computer skills (word, excel, email)
- Previous administrative and / or event experience