



**Philanthropy
New Zealand**

Tōpūtanga Tuku Aroha o Aotearoa

Position Description

Title: Events & Engagement Administrator
Reports to: Relationships & Events Manager
Location: Philanthropy New Zealand, Wellington
Position: Permanent Part-time (20 hours a week, worked Mon-Friday)

Role Summary:

The Events & Engagement Administrator provides administration support for Philanthropy NZ (PNZ) events, membership services, and communication projects.

Key Tasks:

This role is the key administration support for a changing and varied programme of PNZ events, member services and communication activities. Key tasks and projects will change over time, but will usually focus on:

1. Event Support
 - a. Administration and logistics for PNZ events including:
 - i. negotiation with venues and other suppliers
 - ii. booking travel, venues, AV, catering, etc
 - iii. create and distribute run-sheets, name tags, registration web-sites
 - iv. registration tracking
 - b. Key contact for event logistics, notifying room layout and catering numbers, special diets with suppliers
 - c. Manage registration processes, assisting delegates through registration in a friendly manner, supporting them to feel welcome at PNZ events
 - d. Creation and monitoring of budgets for events with the Relationship and Events Manager, including following-up unpaid invoices
 - e. Attend events as required to welcome guests and manage all aspects of event logistics on the day
 - f. Coordinate participant feedback surveys post-event
2. Engagement Support
 - a. Draft correspondence and other content related to events and member services (e.g. letters inviting speakers, content summaries, marketing material)

- b. Work with the Relationships & Events Manager and Communications Manager to market events
 - c. Coordinate digital content such as formatting e-newsletters and e-surveys,
 - d. Update content on PNZ website
 - e. Answering PNZ main office phone line and info@ email
3. Membership Support
- a. Ensure the process for welcoming, recording and processing new members operates smoothly, including mailing out welcome packs and updating records in database and on the website
 - b. Update other records in database as required
 - c. Approve PNZ members registering for member-only section of website
 - d. Complete administration and record updating for resigning members

Other duties as and when required.

Travel may be required from time to time within NZ, and work evenings and weekends may very occasionally be required.

Our office has a great team atmosphere and when one person has a heavy workload we all step in to help where possible. This will mean being flexible and stepping outside this job description from time to time.

Relevant Skills & Experience:

- Event or project management experience
- Excellent written and spoken communication skills
- Ability to deal professionally and warmly with customers - customer service skills and experience
- Intermediate to advanced proficiency in MS Office
- Experience with SurveyMonkey and Mailchimp an advantage
- Ability to quickly become proficient using new software
- An enthusiastic supportive team player who works well with colleagues
- Well organised initiative taker
- Experience of delivering budgets, working within budget and providing financial reports
- Understanding of and empathy with philanthropic or community sector