



WRITERS SA

Membership & Administration Coordinator WRITERS SA

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Director
Working with	Director, Program Coordinator, Finance Officer
Position type	0.6 FTE. Roster subject to negotiation. Probationary period of three months, with an initial one-year contract term.
Salary details	\$52,000 per annum pro rata (\$31,200 per annum) + 9.5% superannuation
Employment period	One year from commencement, week of Monday 27 January 2020
How to apply	Email CV, brief cover letter, and a maximum two-page statement addressing the selection criteria to Jessica Alice, Director, at jessica@writerssa.org.au . Applications close Sunday 5 January and interviews will take place on Wednesday 8 and Thursday 9 January 2020.

ABOUT THE ROLE

The Membership and Administration Coordinator is a customer-facing role as the first point of contact between our members, the public and the Writers SA team. The Coordinator ensures the smooth running of our membership program and day-to-day administration duties.

SELECTION CRITERIA

1. A good knowledge of contemporary Australian literature and the publishing industry
2. Outstanding interpersonal, relationship management and communication skills
3. Excellent computer literacy and database management, particularly with Excel, and a good knowledge of website CMS (Wordpress)
4. Strong organisational processes and time management skills
5. Empathy with the goals and philosophy of Writers SA

ABN 40 783 458 265

www.writerssa.org.au - info@writerssa.org.au

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



WRITERS SA

MEMBERSHIP & ADMINISTRATION COORDINATOR POSITION DESCRIPTION

Key Responsibilities and Duties

A dynamic role supporting Writers SA's members and the day-to-day administration duties of the organisation.

Writer Resources:

- Coordinate member services and resources, including manuscript assessment, sensitivity readings, consultations and mentorships
- Maintain appropriate records

Membership Program:

- Coordinate membership renewals and follow up all membership queries

Administration:

- Answer phones in the office and manage the general queries inbox, responding to calls and emails in a timely manner

Project Assistance:

- Provide project assistance to WSA staff as required

General:

- Deal with all internal and external stakeholders in a professional and courteous manner
- Maintain a broad and current knowledge of our programs and services and contribute to answering member and customer enquiries
- Work in accordance with Writers SA values, policies and procedures to contribute to a safe, healthy and ethical workplace
- Be available for occasional weekend/after-hours events
- Any other duties as reasonably required



WRITERS SA

APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, please contact Jessica Alice, Director, on (08) 8223 7662 or jessica@writerssa.org.au.
2. Applications must consist of a one-page cover letter, two-page (maximum) response to the KSC, a brief CV, and the names and contact details of three professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
3. Applications should be sent to Jessica Alice, Director, at jessica@writerssa.org.au by Sunday 5 January 2020. Shortlisting will quickly take place and **interviews will be held on Wednesday 8 and Thursday 9 January**. If you are unavailable on these dates please note your alternate availability in your cover letter.
4. The start date of this role is in the week of Monday 27 January 2020.

ABOUT WRITERS SA

Writers SA is a not for profit organisation that aims to foster, develop and promote writers and writing. Established in 1985, Writers SA was the first writers' centre in Australia, and continues to act as a resource for writers of all ages and experiences, assisting both new and established writers on every aspect of writing craft and publishing.

Writers SA is located on Kurna land, and we acknowledge Kurna people as the original storytellers of this place. We pay our respects and give thanks to Kurna elders past and present, and to all First Nations people on whose lands we live, work and create.

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