



Position Vacancy
ADMINISTRATION OFFICER

ErinEarth is a garden and house in the centre of Wagga which has as one of its main goals the demonstration of sustainable living to the community.

ErinEarth is currently looking for an administration officer to begin work with us early next year.

Typical duties include reception duties and handling of initial enquiries; updating promotional brochures and flyers as required; maintaining and replenishing office supplies and general postage/ parcel pick up as required; assisting the Events and Promotion Officer with social media enquiries, posts and planning; assisting Finance Officer with administrative duties associated with financial management and reporting.

Graphic design skills would be an advantage.

The position could be a work placement position with potential of paid contract work for 10 hours per week.

The position would ideally suit 2nd or 3rd year student from the environmental or applied sciences.

More details about ErinEarth can be found at our web site www.erinearth.org.au

Applications should be sent to board@erinearth.org.au

Applications close Wednesday 7th December.