

Postmaster

Job purpose

To support the wider Kiwiburn Team in the setup and ongoing maintenance of Google Workspace (previously GSuite) and the Gmail system, along with assisting Volunteers to use their Gmail inboxes, and the general upkeep of our digital tools.

Key Responsibilities

- Google Workspace maintenance, including managing the Gmail system.
- Manage Gmail users, communication, and information sharing according to [Kiwiburn's Organisational Structure](#).
- Set up new logins, email addresses, Google Drive and Asana as new Volunteers join the Kiwiburn team, and help with onboarding and resolving email-related queries.
- Be proactive in improving, adjusting, and helping develop our email and tech stack.
- Be available regularly via email.
- Assist with other digital tools as required - e.g. *Asana, Google Drive, MailChimp, AirTable*

Working Relationships

- Webmaster
- Communications Facilitator (as your Team Lead)
- Volunteer Team (to help with onboarding Volunteers)
- Secretary (for shared administration tasks)
- ExCom, Team Leads and Volunteers (offering email support)

Time Commitment

- **Year round:** 0 - 2 hours per week
- **On site:** Minimal

Necessary Qualities, Knowledge and Experience

- Excellent knowledge of Google Workspace (formerly GSuite)
- Technical knowledge of email servers
- Good written and verbal language
- Ability to communicate complex email systems in an easy-to-understand manner
- Regular internet access
- Responsive to email communications
- Reliability
- Good understanding of Kiwiburn and worldwide Burner culture