

Revision date: March 2026

Administration Team Member

Job purpose

The Administration Team Member undertakes the administration tasks for the Kiwiburn org. Your core role is to make sure people can find things when they need to and that people are supported to do the doing without getting caught up in tech or administrative headaches. You'd rock in this role if you're somebody who likes the details and LOVES enabling people to be in their zone of genius by removing the hurdles.

Key Responsibilities

- Help develop process and manage the end to end project delivery of kiwiburn including making sure processes are documented, easy to find and utilizing core tech platforms to assist with tracking.
- Ensure any administration issues are brought to the attention of the ExCom in a timely manner, and that policies affecting admin teams are communicated effectively.
- Assisting Team Leads with using the Kiwiburn GDrive and utilising Kiwiburn Admin Resources.
- Taking ownership (with guidance from the ExCom Secretary) with collection of Team Leads Afterburn Reports
- Working with the ExCom Secretary & Volunteer Lead on specialty admin projects to improve information systems available to Team Leads
- Setting up meetings with the wider Kiwiburn volunteer team and the Kiwiburn community, and taking minutes where the Secretary or Secretary 2iC need support.

Working Relationships (ref: [Kiwiburn Org Chart](#))

- Admin Team Lead
- ExCom Secretary
- ExCom Secretary 2iC
- Volunteer Lead
- Team Leads (assisting with the use of Asana, GDrive, and Kiwiburn admin resources).
- Chair (assisting with resource consent compliance documents)

Time Commitment

- **Year round:** 2-4 hours per week (average).
- **On site:** N/A.
- **Post event:** Assisting the ExCom Secretary and Admin Team Lead with the Afterburn Report.

Necessary Qualities, Knowledge and Experience

- Organised and task focused.
- Tech savvy
- LOVES an SOP and gets out of bed for consistent documentation
- Good internet access.
- Written communication – responsive to email.

-
- Ability to delegate.

Desirable Qualities, Knowledge and Experience

- Experience with Google Docs and/or GDrive.
- Project management experience.
- Project management software experience (such as Asana).