

Postmaster Co-Lead

Job purpose

To support the wider Kiwiburn Team in the setup and ongoing maintenance of Google Workspace, Airtable, Slack and the Gmail system. To assist 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 access and Slack access as new Volunteers join the Kiwiburn team, and help with onboarding and resolving email-related queries.
- Maintain updates to Kiwiburn Gmail accounts in Airtable records
- Be proactive in improving, adjusting, and helping develop our email and tech stack.
- Be available regularly via email, be near a desktop to assist with account logins
- Assist with other digital tools as required - e.g. *Asana, Google Drive, MailChimp, AirTable*
- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).

Working Relationships

- IT Team Lead
- Secretary (as your Department Lead)
- Admin Team
- Volunteer Team (to help with onboarding Volunteers)
- ExCom, Team Leads and Volunteers (offering email support)

Time Commitment

- **Year round:** 1 - 4 hours per week (possibly more from November - January)
- **On site:** Minimal

Necessary Qualities, Knowledge and Experience

- Excellent knowledge of Google Workspace (formerly GSuite)

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- 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 - comfortable communicating proactively and asking for help when necessary
 - Good understanding of Kiwiburn and worldwide Burner culture
 - Understanding of Te Tiriti o Waitangi (Treaty of Waitangi). Please review the Memorandum of Understanding for more information.