Revision date: September 2023

Administration Team Lead

Job purpose

The Administration Lead coordinates the administration tasks for Kiwiburn to make sure the documentation side of things runs smoothly, and liaises between the various teams, the ExCom Secretary and the Secretary 2iC. The role is primarily one of communication and project management, acting as a central hub for all things admin.

Key Responsibilities

- Assist with entry and track administration tasks on Asana, ensuring tasks are entered for best usability of users, and bring them to the attention of the various teams when due. Administration deals with tasks such as:

    - Asana (Project Management software) entry and maintenance
    - Resource Consent Compliance Documents (optional)

- 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 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)

- ExCom Secretary
- ExCom Secretary 2iC
- 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 hour per week (average).
- **On site:** N/A.
- **Post event:** Assisting the ExCom Secretary with collecting Team Leads Afterburn Reports.

Necessary Qualities, Knowledge and Experience

- Organised and task focused.
- 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).