

Basic Administration-House keeping Secretary
Multicultural Association of Russian speaking Women and their families
“Ogonyok”

Organisation Information

Organisation name:	Multicultural Association of Russian speaking Women and their families “Ogonyok”
Aim / mission of organisation:	<p>Aim: To support migrants from the former republic of USSR to feel a part of the diverse community they live in now and to be equally proud of this community that they call home.</p> <p>Mission of organisation: Develop unity and respect no matter what their religion and ethnic background, how long they have lived in Australia, marriage to migrants of other nationalities, diverse abilities and ages, family or financial status. By providing opportunity, in education, recreation, social activities that would increase their ability to develop connection in settlement in the new country, with the new language and culture at the same time sustain they own culture and tradition.</p>
Address:	Office : Address 12 Laurel St . Ashburton.
Phone:	0416251317
Fax:	N/A
Email:	Ogonyok2002@hotmail.com
Website:	Not available
Operating hours:	Monday to Sunday (flexible)

Volunteer Position Information

Position title:	Basic Administration-House keeping Secretary
Tasks / duties:	<p>Create and maintain order in the office documents: as follow: Filing, Mailing in and out, diary of the appointments for the other volunteers, events, etc.</p> <p>Set up a welcoming and friendly environment and keep in order the front room of the office.</p> <p>Look after the incoming and out-going mail, both snail mail and electronic. (If you do not have skills on the internet we happy to provide support in getting skills).</p> <p>Look after preparation of the Refreshments in the office.</p> <p>Develop some flyers and promotional material for the activities and marketing</p>
Skills & knowledge:	Good office administrative and organisational skills,

Special requirements (e.g. police check):	To be patient and open minded to the new tasks.		
Time commitment:	Will be discussed		
Days required:	Preferably one full day per week. For the first month a minimum of 2 days a week would be beneficial to become familiar with the organisation and specific work tasks related to the position of the applicant . Will be flexible as much as possible from Monday to Sunday (Will be discussed on the interview)		
Location of position:	Some tasks could be done in the office address above or at your own chosen place, depending on specific tasks.		
Other comments:	<p>Applicant preferably bilingual, but it is not essential.</p> <p>With a full day of work we will provide morning tea , lunch and afternoon tea provided (based on the specific needs or requirements of volunteers to maximum of our ability to meet if this need base on the religion, ethnical or health needs)</p>		
Contact person:	Rita Gelman	Contact details:	0416251317
Closing date:	Open, but start as soon as possible		