



SPORT CLIMBING VICTORIA

Position Description

MARKETING AND ADMINISTRATIVE ASSISTANT

We are seeking to employ a skilled Marketing and Administrative Assistant to help in the day-to-day operations of Sport Climbing Victoria (SCV). Tasks will include creating and updating content for our website and social media pages, accounts payable/receivable, reconciliations and other administrative tasks as needed.

This is an ongoing casual position of up to 10 hours per week and would suit a student or anyone requiring flexible work hours and the ability to work from home.

Wage: \$35.00 - \$40.00 per hour

Key Tasks and Responsibilities

WEBSITE

- Ensure the website is always accessible and efficient
- Design layouts for mobile, tablet, and desktop devices
- Monitor website traffic and user engagement to identify areas of improvement
- Ensure the website is compatible across all browsers and devices
- Implement and manage website's security measures
- Coordinate with SCV Board and SCA website to ensure events calendar and athlete results are up to date
- Conduct content audits to eliminate redundant and/or duplicate information
- Carry out regular website backup and maintenance

ACCOUNTS

- Conduct monthly reconciliation of accounts
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition

Skills and Experience

- Experience in using Wordpress or similar website platform
- Some graphic design skills
- Experience in using Canva and Adobe products
- Experience in using Xero or other similar accounting software (training can be provided)
- Excel and spreadsheet skills
- Excellent written and verbal communication skills
- Capacity to self direct, attention to detail and to complete tasks in a timely manner
- Experience working in a sporting or charitable organisation preferred

Accountability

The Administration Assistant will work closely with the Secretary, Treasurer and Chair of Sport Climbing Victoria and be accountable to the Board of Sport Climbing Victoria.