

## **PALPRAC Admin & Membership Coordinator**

Part-time post, remote position

Application closing date: 10 July 2023

PALPRAC is looking for a passionate coordinator with a wide range of skills to oversee the day-to-day administrative responsibilities of the organisation. These duties will include coordinating member management as PALPRAC supports the Palliative Care community. Through our various channels of communication and our online membership platform, the suitable candidate will be responsible for the following duties:

- General administrative duties, including and not limited to,
  - General support to PALPRAC Exec and Board
  - Ensure adherence to documentation and processes for good governance
  - Coordination of meetings (scheduling, distribution of agenda, taking minutes and following up on actionable items)
  - Take minutes during meetings and follow up on actionable items
  - Reporting and feedback to DSD/Benefactors/Stakeholders
  - Finance,
    - Member statements
    - Monthly accounting [creditors/debtors] - FNB|Netcash
- Membership management, including but not limited to onboarding new members, group membership, managing existing membership annual subscriptions, keeping updated databases, general administration, coordinating WhatsApp groups for members, and coordinating new membership drives [PALPRAC|PALNET]
- Membership Reporting
  - Monthly reporting on membership growth
- Membership Educational Presentations, Workshops and Webinars
  - Setting up virtual meetings (Zoom)
  - Liaising speakers/topics
  - CPD management [HPSCA/other]
  - Coordinating upload of recording/video
- Managing social media: uploading content
- Website management: uploading content and liaising with the website developer
- Serve as the primary point of contact for members and public

Skills and expertise required:

- Strong communication and collaboration skills
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Ability to handle confidential information responsibly and maintain professionalism and integrity at all times
- Flexibility and adaptability to accommodate changing priorities and deadlines
- Excellent attention to detail with the ability to maintain high accuracy
- Solutions-oriented mindset with high learning agility.
- Strong administrative skills
- English proficiency & others would be beneficial
- Experience with electronic diary management
- Basic knowledge of office finance (online banking, member statements)
- Basic knowledge of WordPress
- Knowledge in uploading content onto Social media platforms
- Advanced computer proficiency, including Microsoft 365 and G Suite
- Ability to learn E2 Membership platform management
- Flexible availability, within reason
- Access to data and own computer

Please direct applications and CV's to [info@palprac.org](mailto:info@palprac.org) and [complete this short form](#).

Please note that only successful candidates will be contacted.