

PA to the Marketing & Fundraising Director (Part-time, 20 hours/week)

The Organisation

Tearfund is one of New Zealand's leading faith-based NGO's with world class development partnerships and programmes throughout the developing world. We are a highly respected charity that inspires people to give, learn, advocate and stand up against injustice.

Tearfund has a challenging and diverse body of work, including child sponsorship, anti-trafficking and exploitation, disaster risk reduction, relief and recovery, and community development via enterprise, water, health and education. We have over 40 specialist staff who work hard to support the growth and effectiveness of these programmes.

Our mission statement is: "Motivated by Jesus, we encourage Kiwis to act for justice to relieve poverty among the world's most vulnerable people".

The role

We are looking for an experienced PA or team administrator to provide a broad range of PA and administration support to our Marketing & Fundraising Director. This is a diverse and autonomous role so we're looking for a confident, self-starter to come in, hit the ground running and make things happen.

Along with all the expected PA responsibilities, you'll be responsible for coordinating information and reporting requirements across the team, sorting logistics and catering for on and offsite meetings, researching and following up on things, support with staff care and generally taking ownership of requests and helping the Marketing & Fundraising Director to stay on top of his daunting 'to-do' list!

About you:

We're looking for someone with;

- A genuine interest in Tearfund as an organisation – our mission and the important work that we do

- Proven success in a PA or a busy team administration role with excellent written and verbal communication skills, an eye for detail and the ability to multi-task

- Proven relationship management skills and a great work ethic. Someone who enjoys laughter and a bit of fun along the way

The hours are flexible (ideally Monday-Friday, 4 hours/day) with the option to work 2-3 days a week from home.

Sounds interesting? We'd love to hear from you!

To apply please include a cover letter outlining why you're interested in this role and working for Tearfund. For more information please contact Elke on 021802213. To apply, please send your CV to work@tearfund.org.nz.