

Pyramid Press - Administrator

Role of the Pyramid Press Administrator Position

- Remove old and out of date content from previous editions
- Edit and create ads as needed
- Add content as provided
- Continually re-fresh the look and feel of the press and order of pages
- During Easter school holidays produce and send out advertiser invoices
- During June school holidays, refresh the look and feel of the press, change ads and their location
- During September holidays, look at how to engage more community members and organisations to contribute content
- a weekly summary report of progress – what is achieved, what is working what isn't working
- solutions and suggestions on how to grow the size and quality of the press
- other tasks as requested

Requirements of the Pyramid Press Administrator Position

- Skills, knowledge, experience, of the workplace function and operation
- Basic knowledge of administrative practices and procedures relevant to the workplace
- A developing knowledge of work practices and policies of the relevant work area
- Time management and self-motivation to get the job done in the time allotted
- Ability to work under pressure with time constraints
- Accurate typing and moderate typing speed essential
- High attention to detail
- MS Office essential. Training will be provided for MS Publisher if unfamiliar

Organisational relationships

- Work under direct supervision of the manager
- Work outcomes are clearly monitored
- Freedom to act is limited by standards and procedures
- Solutions to problems are found in established procedures and instructions with assistance readily available.
- Project completion according to instructions and established procedures.

Key Responsibilities:

- A variety of general functions related to producing the Pyramid Press and other assigned tasks as set by the manager.

Reports to: Centre Manager of the Pyramid Hill Neighbourhood House.

Time Commitment: 8 hours per week. Tuesday, 10am-6pm, fixed term part time inc. annual leave and sick leave.

Support: Full training for this position will be provided.

Police and Working with Children checks are required