

Traditional Healthcare

POSITION: Membership Coordinator
RESPONSIBLE TO: Traditional Healthcare Committee
LOCATION: Melbourne Office
SALARY: Volunteer
HOURS: Approx 2 hours per week

BACKGROUND

Traditional Healthcare Inc (TH) is an Australian based not-for-profit charitable organization committed to the development of sustainable healthcare facilities for underprivileged communities. The Membership Coordinator is a part of a skilled and passionate team that ensure that TH's operational systems support and maintain TH's vision.

POSITION PURPOSE

To establish and manage TH's membership database and maintain regular contact with members, to maximise the effectiveness of the organisation and support the delivery of TH's vision and goals.

KEY RESPONSIBILITIES

- Develop an efficient database management system
- Work in conjunction with TH Marketing Manager and Volunteer Coordinator to recruit new memberships
- Work in conjunction with Accounts Manager to ensure all memberships are kept financial
- Work in Conjunction with PR Manager to see regular monthly contact is made with members through way of an electronic newsletter and members meeting.
- Develop effective administrative systems, policies, practices and procedures.

Personal attributes, skills, qualifications and experience required:

- A commitment to the values and vision of Traditional Healthcare Inc.
- Strong administrative and written skills
- Demonstrated experience in implementing administrative and processes.
- Flexibility to work within a low budget, grass roots organisation

Send CV to: Kallika Bruce
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