



THE DOULA ASSOCIATION

Administrative Secretary Job Description

What we are looking for:

An individual who can provide both clerical and administrative support to the association. You'll be involved with the coordination and implementation of office procedures and will frequently have responsibility for specific projects and tasks.

We would like you to :

- Have a thorough understanding of the Associations Mission, values, and vision
- Have knowledge of Microsoft Office packages
- Be able to write letters and reply to info@thedoulaassociation mailbox
- Schedule and attend meetings, creating agendas and take minutes
- Assist with booking conference facilities and meeting rooms
- Setting up interviews and managing the ongoing application process for roles within the association

Are you good at:

- Working both in a team and remotely
- Giving attention to detail
- Organising data
- Communication – both written and verbal
- Spreadsheet management
- Problem solving
- Key stakeholder engagement

Key to this role

Successfully Administrative Secretaries are energetic, detail-oriented individuals who are just as adept at interpersonal interactions as they are at processing and analyzing data. They possess a high degree of professionalism, and never fail to be as courteous and confidential as possible.

Predicted hours

2-3 hours per week + attendance at Leadership team meetings



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Reapplication schedule

It is anticipated that this role will last 12-18 months. You will have an opportunity to reapply for the role should you wish to. If you don't wish to reapply, once a successor is identified there will be a 2-3 month handover.

Remuneration

In return for the work that the Ambassador will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role. Expenses will also be considered and should be agreed beforehand.