



Become an Administrative Volunteer!

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There is a lot that goes on behind the scenes at the Watergum office to ensure our organisation runs smoothly on a day to day basis.

We are seeking a volunteer to be able to assist our Administration Officer with the following tasks:

- Filing
- Stocktake of assets and first aid kits
- Running errands and shopping for office supplies
- Event preparation
- General office duties

What you need to know

- Time commitment: Flexible, set hours per fortnight or ad hoc if preferred
- Requirements: Must have own transport and moderate fitness, able to follow directions and work unsupervised in a team environment.
- Skills you will acquire: Office clerical/administration skills, working in a team environment
- What Watergum offers: A great team environment, support and training opportunities, the chance to gain experience in a dynamic not for profit and contribute to meaningful conservation outcomes.

Please email us at info@watergum.org to express your interest or find out more information.