

Sole Charge Administrator (contract position)

Geoscience Society of New Zealand | Part-time / 400 hours per annum / salary \$20k

About Us

The Geoscience Society of New Zealand is a non-profit society supporting approximately 700 geoscientists, students, and enthusiasts through professional development, publications, an annual conference, and public outreach activities in Earth sciences. We're a small, member-driven organisation run by volunteers, and we're looking for an organised, self-employed and self-motivated administrator to keep our day-to-day operations running smoothly.

The Role

This is a sole charge administration, meaning you'll be the only person managing the administrative functions on a weekly basis. The role is offered as an ongoing contract basis. You'll need to be comfortable working independently, using your own initiative, and juggling a variety of tasks without close supervision — and you can work from anywhere in New Zealand with flexible hours.

Hours: 400 hours per year/ approximately 1 day per week, flexible hours

Reporting to: GSNZ President and Executive Committee

Key Responsibilities

- Maintain the membership database, process new memberships, renewals, and subscription payments.
- Reconcile membership and publication receipts and liaise with the Treasurer to determine the origin of any unidentified payments.
- Prepare correspondence, reports, and meeting agendas/minutes for the executive committee.
- Attend 4-6 online half-day committee meetings per year, and 1-2 in person meetings per year (reasonable travel costs covered), and other meetings as required.
- Maintain the Society's website content and social media presence. Compile and distribute a Newsflash, approximately monthly.
- Manage the GSNZ Google Workspace Account and ensure incoming officers have access to their gmail accounts. Update email and letter templates to reflect incoming officers.
- Be aware of society rules, policies, and relevant legislation
- Provide a warm, professional first point of contact for members, researchers, and the public
- Manage email and mail correspondence

What We're Looking For

- Proven administration experience, including website content administration

- Excellent organisational skills and strong attention to detail
- Confidence working independently in a sole-charge or unsupervised environment
- Strong written and verbal communication skills
- Competent with standard office software (e.g. Microsoft Office or Google Workspace) and comfortable learning new systems
- Experience with basic bookkeeping or accounting software is an advantage (Xero)
- Prior experience in the non-profit, membership, or scientific/professional society sector is a plus, but not essential
- An interest in earth sciences or the geoscience community is a bonus, though no scientific background is required

How to Apply

Please send your CV and a brief cover letter outlining your relevant experience to secretary@gsnz.org.nz by **5pm 22nd October**.

For a confidential discussion about the role, contact **Catherine Reid** at president@gsnz.org.nz

The Geoscience Society of New Zealand is an equal opportunity organisation and welcomes applications from all backgrounds.