

Hub Office Volunteer

Location: Surry Hills

Hours: 1 day per week, approximately 7 hours, ideally between Tuesday and Thursday. Additional hours may be available where possible.

Commitment: Min. 6-month commitment, with availability through to early December 2026

Point of Contact: Operations & Office Coordinator

About the Role

We're looking for a highly organised and proactive individual to support the smooth running of our office and contribute to a positive, efficient workplace.

From keeping things organised to supporting admin and meetings, you'll play a part in making sure everything runs seamlessly. It's a hands-on role that helps keep things running smoothly - creating a welcoming, organised space while supporting everyday admin, meetings, and activities.

Responsibilities

Administrative & Office Support

- Provide administrative support across a range of tasks and systems
- Maintain accurate, organised, and up-to-date documents, records and shared resources
- Assist with the preparation of materials, communications, and general office resources
- Collect incoming mail and coordinate the distribution of resources and correspondence to shelters

Meetings & Events Coordination

- Coordinate and support meetings and events, including printing materials, catering and room setup
- Manage and update shared calendars with key activities and events
- Support the delivery of team events and initiatives

Office Operations & Environment

- Help maintain a clean, organised and welcoming office environment
- Support the upkeep of shared spaces, storage areas, office supplies and plants
- Contribute to the smooth and efficient day-to-day running of the office
- Assist with other ad hoc tasks as required

Requirements

- Previous administration or coordination experience is preferred but not essential
- Highly organised and detail-oriented, with strong accuracy
- Able to handle sensitive information with discretion and maintain confidentiality
- Confident using systems and data, with proficiency in Microsoft 365; Canva experience is a bonus
- Reliable and able to commit to one day per week for at least six months
- Current National Police Check or willingness to obtain one
- Current Working with Children Check or willingness to obtain one (free for volunteers)

To express your interest, please send your resume to Reine Sim, Operations & Office Coordinator, at reine@womenscommunityshelters.org.au.