POSITION DESCRIPTION

Name of Position: Parent's Association Administrator
Employment Status: Part-time
Located: Gandel Campus, Burwood
Responsible to: President, Parent’s Association

Duties of the Parent’s Association Administrator

General
● Management of the PA office based at the Gandel Campus, Burwood
● Coordinator and custodian of the PA Calendar - attend biannual planning sessions with key College stakeholders to schedule PA activities
● Attend Once a term catch up with other Development Office personnel (ie enrolments, foundation, communication) to debrief previous and discuss upcoming activities
● Produce weekly Scopus Matters “Scopus Scoop” PA newsletter and submit for publication
● Print Certificate/letter of appreciation to PA committee members to be handed out at AGM or posted
● Produce PA Information booklet – distributed at New Parents Dinner, Lower Kinder orientations mornings and Junior year orientation evenings
● Produce PA video including sourcing photos, writing copy, distributing to campuses to play at above and on social media where appropriate
● Maintain PA committee list including class convenor names/list
● Liaise with teachers if convenors are not nominated at Orientation evenings to get volunteers
● Send any PA related emails to SFPS parent groups as needed (in the absence of class/year level convenors)
● Review all emails sent to class convenors
● Liaise with Yvonne Fayman regarding requests for Benching books (and advertise periodically in Scopus Matters)
● Send pre-release ticket offers to PA executive for school related events (ie musicals, Chagiga)
● Attend PA meetings each term and collate any reports and necessary paperwork in advance of PA meetings (ie nomination forms, committee reports, PA committee ‘job descriptions’)
● Inventory and care taking of PA store room and related supplies

Events
● Create all events on Trybooking as required
● Produce reports (booking lists, revenue etc) from Trybooking and distribute to committee
● Set up access for committee to view reports as needed
● Provide support to committee including
  o sponsor liaison (including liaison regarding Real Estate boards)
  o timeline production and coordination
  o vendor sourcing, liaison and support at each event
  o maintenance of budget (profit and loss)
● Liaise with school for all logistics and infrastructure required (ie: transport, set up, storage, equipment etc)
● Design and produce all advertising materials (inc posters, order forms) for events and distribute to campuses and in Scopus matters as required
● Produce all signage, lists, running sheets and other logistical support to committees
● Liaise with Scope Caf for any catering requirements
● Produce Sponsorship proposal document and liaise with Foundation regarding companies/individuals that the PA is able to contact.
● Compile post event reports
● Send thank you letters to suppliers, volunteers and sponsors
● Administrator of PA Facebook page and monitor “likes” and comments

Finance
● Process all manual credit card transactions (eg for events not managed via Trybooking)
● Reconcile bank statements each month
● Maintain PA accounts
● Bank any cash taken from events
● Submit BAS statements and Annual Statement in consultation with Finance Department
● Signatory on PA cheque account
● Process all PA related invoices from suppliers and reimbursements from volunteers
● Ensure payments are transferred to Trybooking events are transferred from School bank account to PA account
● Produce any invoices for sponsorship and ensure payment is received via bank account reconciliation.

Bar/Bat Mitzvah Registry
● Request coordinator of Bar/Bat Mitzvah registry for the year (usually 6 – 7 years in advance)
● Notify Year level parents of new Registry coordinator details
● Maintain information package to give to Registry coordinator and parents
● Submit reminder information each term in PA news of Scopus Matters
● Thank Registry coordinator at end of each term via letter

Skills Required
● Excellent communicator
● Organised and thorough, attention to detail
● Ability to work independently
● Able to take direction and initiate
● Basic knowledge of invoicing, banking and receipting
● Proficient in Word and Excel
● Personable and friendly.