



RELIEF RECEPTION & ADMINISTRATION

Placement Site:	Edmund Rice Institute for Social Justice – Fremantle
Site Description:	The Edmund Rice Institute for Social Justice works to build community commitment and capacity to act and reflect around matters of social justice and human rights. Our centre seeks to promote action and thought that might assist better outcomes for entire societies and for the least fortunate in particular.
Address:	24 High Street, Fremantle WA
Telephone:	(08) 9432 2410
Email Address:	volunteers@erisj.org.au
Website:	www.erisj.org.au
Contact Person:	Volunteer and Internship Coordinator
Time Commitment:	On call

Position Description

This position will provide locum coverage for ERISJ reception. As you will provide the first contact for the Institute, this is a vital role within the ERISJ. You will be required to meet & greet visitors and attend the telephone and email enquiries. Additionally you will be able to provide administrative support to ERISJ staff. We are looking for someone who would be available on an on-call basis.

Desirable Skills / Attributes:	Previous reception or front desk experience Computer skills including knowledge of email, mail merge, database and Access Be courteous and have an excellent telephone manner Strong time management and organizational skills Motivation and interest in Social Justice and Human Rights issues Ability to work with minimal direction
Supervision/Support:	Volunteer and Internship coordinator will provide supervision and support as required.
Training/Induction:	Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.
Fee Structure:	A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.