



NELA Assistant Membership Officer | Position Description

About the Role

- Assisting the Membership Officer with the management of WordPress member database, management and coordination of member benefits including working groups, reporting and budget obligations, membership marketing campaigns; and member enquiries.
- Assist with secretariat support to the National Environmental Law Association (**NELA**) Membership, Partnerships and Personnel Portfolio Subcommittee (**Subcommittee**).
- Attractive opportunity for students and early career professionals looking for volunteer experience with a premier non-profit organisation. Work with and learn from a broad cross-section of individuals and organisations from the government, non-profit, and corporate sectors active in law, environmental law, and environmental law-aligned work.

Specific responsibilities include:

The Assistant Memberships Officer will:

- Work primarily with the Memberships Officer and other Membership, Partnership and Personnel Portfolio members.
- Work closely with other NELA portfolio members including Board members and Directors as required.
- Assist the Membership Officer with maintaining the member database.
- Assist the Membership Officer with research and analysis required to support our member base.
- Assist the Membership Officer with drafting and issuing reports and agendas to Board members or other NELA authorised portfolio member.
- Assist the Membership Officer with regular review of member benefits to ensure they are current and available.
- Assist the Membership Officer with managing and coordinating the NELA working groups.
- Assist the Membership Officer with planning and executing required marketing campaigns in collaboration with other applicable NELA portfolios.
- Assist the Membership Officer with various member enquiries.

Skills Required

This role would suit candidates from a wide range of backgrounds with experience in marketing and/or public relations, database management, IT, and general administration duties who possess the following transferable skills:

- Experience working with and maintaining databases and conducting data research and analysis.
- Experience liaising and engaging effectively with various stakeholders of various backgrounds.
- Experience managing or leading teams, committees or equivalent.
- Experience drafting various professional documents, minutes and reports.
- Ability to work autonomously and with initiative, but also collaboratively with a team.
- A high-level of attention to detail and a commitment to provide quality services.
- Well-developed verbal and written communication skills.
- Technological aptitude, including proficiency with Microsoft Office, and various internet search engines. Experience with Campaign Monitor, Canva, and WordPress would be an advantage.
- Uphold member privacy and confidentiality

Time commitment and application

For the successful applicant a commitment to NELA's objectives is essential. You are expected to volunteer, on average, 3-4 hours of your time per week.

Term of appointment

12 months, subject to a 3-month trial period.

How to apply

Please submit a CV and 1-page cover letter addressing your suitability in line with the position description to president@nela.org.au by **midnight AEDT Tuesday 28 February 23**.

About NELA

NELA is a peak body for advancing Australian environmental law. NELA brings together professionals in environment and resources law and related disciplines. We are a national, not-for-profit, volunteer-run organisation.

We endeavour to promote the understanding of the role of environmental law in regulating and managing the conservation and usage of the environment.

We have members and event attendees from all walks of life, including students, State and Federal public servants, lawyers, engineers, local government officers, academics, librarians, town planners, environmental consultants, architects, and people from many other disciplines.

To achieve its purpose, NELA:

1. Provides a forum for and otherwise assists the discussion, consideration and advancement of environmental law across the legal profession and wider community.
2. Makes recommendations and submissions on matters of environmental law in Australia.
3. Convenes and holds seminars, lectures and conferences.