

OPERATIONS MANAGER – *CANTERBURY TECH*

Reports to: General Manager & Committee

Key Relationships: Committee, General Manager, Tech Summit Event Manager, Canterbury Tech Members, External Stakeholders including other industry associations, government bodies, sponsors.

Role: Independent contractor, part-time hours (15-20 per week)

VISION AND VALUES:

We exist to “Inspire, Connect and Grow” the technology sector in Canterbury.

Canterbury Tech is a non-profit organisation aimed at assisting the Canterbury tech sector succeed at home and abroad. We have a broad-based member community – some of New Zealand’s most innovative companies and successful entrepreneurs based in a region renowned globally as a leading centre for tech excellence.

See our website to find out more about what we do (www.canterburytech.nz)

PURPOSE OF POSITION:

The role of Operations Manager exists to support the General Manager and elected Committee in the day-to-day running of the association.

KEY PERFORMANCE AREAS:

DUTIES AND RESPONSIBILITIES

Representing the administrative face of the association

- Event organisation and administration
- Processing of new membership applications and managing annual renewals
- Maintaining our website, blog and social networks
- Recording minutes of committee meetings and coordinating follow up actions with committee members
- Venue and supplier bookings
- Assisting with the organisation of the annual Canterbury Tech Summit
- Assisting with raising sponsorship
- Working with the treasurer on accounts payable and other financial matters
- Collating and managing speaker presentations
- Assisting with the execution of strategy
- Building/maintaining strong relationships with external partners & stakeholders
- Assisting in the delivery of special projects (i.e New Website, Podcast, Hackathons)
- Organisation of the Annual General Meeting
- Managing the Committee election process

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL	GOOD TO HAVE
<ul style="list-style-type: none"> ● Administration experience ● Proficiency with the Google Workspace suite of tools; well-developed keyboard and word-processing skills ● Knowledge in the use of online and social media platforms ● Event management experience ● Managing accounts (preferably with Xero) ● Well developed communication skills 	<ul style="list-style-type: none"> ● Website maintenance experience (preferably Wordpress) ● Direct email marketing experience (Mailchimp) ● Database management experience (preferably with Hubspot) ● Design skills ● Some experience of working with Not For Profit organisations

INDIVIDUAL ATTRIBUTES:

This role will suit a self motivated and highly organised individual who has strong attention to detail and is able to manage multiple projects and tasks efficiently and professionally. Previous administrative experience is expected, but training will be provided on all associated systems and processes.

The role would suit someone looking for part-time, flexible hours with the opportunity to work from home. Attendance at our monthly evening events and our annual Canterbury Tech Summit is expected.