

## ADMINISTRATION & MARKETING ASSISTANT

The Raukatauri Music Therapy Trust is recruiting an Administration and Marketing Assistant to join our team.

Established in 2004, the Trust currently delivers music therapy sessions to approximately 900 individuals each week, via our outreach and satellite programmes, or at the Northland, Auckland and Hawke's Bay Centres.

We are looking for someone with an interest and desire to work in a not-for-profit organisation that transforms the lives of those in need through music. As the Administration and Marketing Assistant you would enable the efficient functioning of our unique and very special music therapy Trust through the various functions of administrative support, reception duties and marketing. The position is part-time (24 hour per week) ideally over three full days, one of which **must** be a Saturday. It is based at our Auckland Centre in Grafton and would start in mid/late April.

Your key responsibilities include:

- Reception duties – supporting clients and visitors onsite, handling enquiries via phone and email, maintaining the appearance of the reception area.
- Clinical administration – reporting to the Trust Administrator and using our Client Management System various admin tasks would include on-boarding new clients, managing referrals, and supporting our clinical team.
- Marketing assistance – reporting to the Funding Coordinator this role would take responsibility for website upkeep, contribute to social media, database update, and emailing campaigns.
- Other administrative tasks as required.

You will have:

- Strong computer skills: Proficient with Microsoft Word, Excel, and Outlook, and comfortable using new software after training.
- Experience working for organisations supporting individuals with disabilities is an advantage.
- Customer service relations experience preferred.
- Good verbal and written communication skills.
- First Aid certificate and clean drivers licence desirable.
- Adaptability and willingness to work flexibly.

Unique in New Zealand, Raukatauri is a truly special and rewarding environment. This is a varied role as part of a dynamic, professional and experienced team. Our values are Creativity, Open Communication, Professional integrity, Empathy and Respect, which all team members must support.

If you would like to become part of an organisation that really does make a difference, please email your CV and a covering letter to Rachel Farrell, General Manager via [rachelfarrell@rmtc.org.nz](mailto:rachelfarrell@rmtc.org.nz)

Applications close: Friday 28<sup>th</sup> March 2025