



5 June 2021

REQUEST FOR APPLICATIONS – ADMINISTRATION ASSISTANT

Communication is a key element of the Padthaway Grape Growers Association's (PGGA's) purpose.

Applications are invited from experienced administrative support contractors to provide services on a part-time monthly contract basis.

Position Description:

The PGGA's Secretary is a voluntary role within the PGGA Executive and logically responsible for administrative functions. A skilled and experienced part-time contract support resource to the Secretary and Executive on a monthly basis will form an important adjunct to the Executive as it develops the Padthaway Wine Region's presence and profile globally.

Not only is it necessary to enable effective internal communications between Padthaway growers and its Executive, but effective external connectivity and linkages between potential wine and grape purchasing customers and Padthaway producers is vital.

Incoming streams of industry related information via PGGA email links requires vetting and distribution to members via Mailchimp and the www.padthawaywineregion.com website. Importantly, key online documentation needs to be securely accessible to PGGA members.

Leveraging enhanced multi-media channels drawing visitors (virtually and really) to the attributes of the Padthaway Wine Region will be a key attribute of a successful candidate.

Applicants should be conversant with the Padthaway Wine Region and wine/grape industry matters but not necessarily resident in the community. Demonstrated track record in effective multi-media and related IT systems is an important pre-requisite attribute along with ability to upload website content, manage digital file systems, manage Mailchimp communications and operate multi media content/systems.

It is proposed that a suitable candidate be sought to fulfil this role on a monthly services contract basis valued initially at \$300.00 (plus GST) per month with the prospect of this growing significantly subject to outcomes.

Interested candidates should email applications outlining relevant experience and competencies addressed to The Secretary; Padthaway Grape Growers Association at secretary@padthawaywineregion.com by COB Wednesday 30 June 2021.

Yours faithfully,

John Summers
Secretary

Padthaway Grape Growers Association Incorporated