

EDS Office Manager

The Environmental Defence Society (EDS) is a leading environmental non-government organisation and a registered charity. It litigates on environmental issues, runs 2 national conferences each year and is Aotearoa New Zealand's leading environmental think-tank.

The Office Manager is a part-time role of approximately 25-30 hours per week. The Office Manager will provide business support to EDS's small team of 8 lawyers and policy researchers and will report to the CEO. The role will involve managing EDS's accounts using MYOB, filing GST returns, maintaining regular financial reporting for the Board of Directors, managing membership renewals, paying employers using Smart Payroll, managing the online EDS Bookshop, assisting the CEO to manage external relationships with stakeholders and generally ensuring the smooth and efficient running of our office.

This is an important role supporting EDS's very active program that seeks to materially improve the state of the environment by constructively engaging in Government reform initiatives and providing thought-leadership on our country's direction of travel.

Salary is negotiable. Please apply in writing in the first instance to manager@eds.org.nz